



Request for Food from an Outside Vendor for Events within the NUC

Any Student Organization Event requesting to use an outside food vendor for their event being held within the NUC must complete this form, attach a written quote from a licensed vendor and submit all to Events Management, NUC 315, **at least 10 business days prior to the event for approval.** All requests will be responded to within 48 hours of receiving the form and quote. **This form only applies to events where the Student Organization is picking up the food at the vendor’s establishment or the vendor is delivering and dropping off the food.**

Student Organization Name: _____

Student Organization President: _____ Email: _____

Student Organization Advisor: _____ Email: _____

Event Name: _____

Event Date: _____ Event Location: _____

Restaurant or Facility Name: _____

OSDH Facility Number: _____ Permit Expiration Date: _____

Managers Name: _____ Phone Number: _____

Food Management Plan:

What time will the food leave the restaurant? _____

Who will be delivering the food? _____

What time will the food arrive at designated location? _____

What is the plan to maintain the food’s temperature? _____

Per RFP 2008P114: Several special or cultural student organizations events traditionally require ethnic foods not offered on the standard catering menu. Exclusive catering rights may be applicable, and if so, Chartwells is required to provide a response within 48 hours, to either quote on the request or advise the requestor in writing that it is amenable for the ethnic/special food quote to be sought outside of the vendor and the contract. This determination is at the discretion of Chartwells, but must be determined and advised within 48 hours of the quote request. The student organization bringing in such described foods from an outside source will be allowed to dine within the Nigh University Center.

Student Organization events held in the Nigh University Center have the right to seek other licensed food vendor quotes for food and beverage snack expenditures of less than \$300 and this form is not necessary.

If Chartwells agrees to allow outside food to be brought in, it must come from a licensed food vendor in Oklahoma County. If the event is open to the public, a sign must be placed by the food stating where the food was purchased.