

# USC Hospitality

## Food & Beverage Service Approval Form

This form must be completed for all on-campus events for review. Completion of form is not a guarantee of approval. The form is available to students, departments or non-USC clients intending to provide food service at an event. Please direct any questions to 213-740-5219. Upon completing this form, please email to [erika.chesley@usc.edu](mailto:erika.chesley@usc.edu) or fax to 213-740-9366.

Date of Event:		Location:	
Name of Group:			
Contact Person:		Title:	
Telephone #		Alternate #	
Time of Event:		Caterer:	
Purpose of Activity:			
Menu:			
Value of item(s) served:			

**General Guidelines:**

- **No homemade items of any type are allowed.**
- **Food and beverage items may NOT be sold at the event.**
- All fundraising events must be approved by the Office of Campus Activities.
- Any events serving alcohol require separate approval.
- Approval forms must be submitted two weeks prior to the event date.

**Food and Health Requirements:**

- All caterers must be University approved which involves an application process managed by USC Central Purchasing. For more information, please visit [www.usc.edu/purchasing/caterers](http://www.usc.edu/purchasing/caterers). Please forward all requested documents to cateringusc@gmail.com.
- The organization/group is responsible and accountable for ensuring their compliance with the requirements and standards of the Los Angeles County Department of Environmental Health and the Los Angeles City Fire Department.
- In the event that items are being purchased from an approved restaurant or retail location, foods must be kept heated or refrigerated as required according to health code requirements. In addition, appropriate measures must be taken to prevent foreign objects and contamination from coming in contact with food.

By signing and submitting this form, you acknowledge full understanding and compliance of the guidelines and requirements outlined above. Failure to apply to these guidelines and requirements, as well as falsification of vendor and food service information will result in the immediate removal of the food and beverage component of your event at your expense.

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To Be Completed by USC Hospitality

[ ] Approved

[ ] Denied

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Erika H. Chesley

Associate Director – Special Events, Sales & Marketing

If applicable, reason for denial: \_\_\_\_\_