

# Metz Culinary Management Services

## First Right of Refusal Waiver Request



### Contact Information

Coordinator Contact Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date & Time Waiver Request Submitted: \_\_\_\_\_

### Event Information

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Title: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ FAMU Funded  Donating

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Explain the reason for desiring a source other than Metz Catering at FAMU.

**Please attach the proposed menu for your event**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit the following documents/information along with this request form for on campus events, to Florida A&M University's Catering Office at least 7 business days prior to the event if there will be less than 150 guests and 14 business days prior to the event if there will be more than 150 guests.

- Provide Vendor's Certificate of Liability Insurance for \$1,000,000 naming Florida A&M University, FAMU Board of Trustees and its governing bodies as additionally insured.
- Provide a copy of the Vendor's Occupational License, Health Department Certificate and Contact Information.
- Please reference order number from the Metz Catering at FAMU quote.
- Additional University policies and regulations are applicable.

No food preparation is allowed on site. No waiver requests will be considered on or after the event date. This form must be signed and submitted to the Catering Office located in the Student Service Center, in person, by fax at (850) 412-7147 or electronically at [ma4017catering@metzcorp.com](mailto:ma4017catering@metzcorp.com) with a copy to the Office of Business and Auxiliary Services at (850) 561-2547 (fax). If approved, the requestor must contact the University Risk Manager at (850) 599-3453 for additional requirements.

APPROVED  REJECTED  Sign: \_\_\_\_\_ Date: \_\_\_\_\_

REASON FOR REJECTION: \_\_\_\_\_