

OUTSIDE CATERER/RESTAURANT APPLICATION

Any group desiring to use an outside caterer/restaurant for an event in Webb Center (or any academic building) can submit an application to the Monarch Dining office at 2101 Webb Center. Applications are available online via the Catering tab at www.odu.edu/monarchdining, in the Monarch Dining office (2101 Webb Center) and in the Catering office located directly behind the Webb Center's Information Desk.

Applications will be reviewed on a first come, first served basis. Groups granted the right to bring in a caterer/restaurant for an event will be notified upon selection. All applications need to be in by the first Friday of every month for events scheduled in the next month or subsequent months. They will be reviewed at the DAG meeting which is held the 2nd Tuesday of every month.

DAG can declare up to one outside caterer/restaurant per month from groups that have completed any packets. Any group granted an outside caterer/restaurant in Webb Center will be required to pay all expenses associated with catering such an event to include setup and cleanup.

- The application packet should include the Outside Caterer/Restaurant Application, the Outside Caterer/Restaurant Waiver Policy as well as the Outside Caterer/Restaurant Guidelines. Any application that does not have these components will be rejected and not considered. Failure to comply with the regulations will be subject to sanction for the restaurant used, student organization and co-sponsoring office up to a loss of privileges for a 12 month period.

OUTSIDE CATERER/RESTAURANT APPLICATION

Today's Date: _____

Event: _____

Date of Event: _____ Alternate Date: _____

Restaurant(s) Requested: _____

Student Organization: _____ Authorized Signator: _____

Office Co-sponsor (required): _____ Authorized Signator: _____

Event Start Time: _____ Event End Time: _____

What is the event?

Who is the public (ODU Community, Students, Faculty, Staff, Local Community, Other)?

Expected Attendance: _____

Contact Information:

Name: _____

Address: _____ Organization/Dept: _____

Office/Cell Phone: _____ Fax: _____

Email Address: _____