

Food Waiver Quick Reference Guide: Why would I need a Food Waiver?

Occasionally, events have special circumstances where Chartwells, Florida Atlantic University's internal catering options do not meet the needs of the events.

1. Donations from an outside vendor - A donation letter from the outside vendor will be required along with a comparison quote from Chartwells.
2. Exceptions may be granted ONLY in limited situations such as to support a specific cultural/religious/ethnic program.

Step 1: Review and fill out the Food Waiver Request Form: <http://www.fau.edu/business-services/forms/other.php> and deliver to Business Services in building 8W, room 124 in person, through campus mail or by fax 561-297-2666.

- This form must be completed and turned in **10 business days** prior to the event date. Business Services will be in contact with you regarding the status of the food waiver within 3-5 business days of the submission. If approved, Business Services will fax the Food Waiver Request to Environment Health & Safety.

Important information to consider before filling out the Food Waiver Request: The name of the vendor or caterer that will provide the food, menu of the food and beverages being served, how the food will be served, how the food will be delivered, and what precautions will be taken to ensure the safety of the food. NOTE: Check the EH&S website for a list of Approved Vendors at: www.fau.edu/ehs - the link is FOOD SAFETY PROGRAM. If you opt to use a vendor not on that list please follow the steps below to have them approved.

1. The Vendor must provide a copy of their current State of Florida license to do business as a food provider, caterer, restaurant, etc. (FYI -- a copy of their Occupational License, or Tax Collector's certificate is not the same thing.)
2. The Vendor must provide a copy of their current Certificate of Insurance, naming Florida Atlantic University as the certificate holder. (This is an insurance-industry standard form which outlines the limits of liability in place for the vendor and the vendor can easily obtain it by placing a single phone call to their insurance agent.)
3. **If the vendor refuses to provide either or both of the required documents, they will not be approved and you will need to choose another vendor.** Please contact 561-297-3829 if you have any questions about adding a vendor to the list.

Step 2: Review and fill out the Temporary Food Service Event Permit Application form, which can be accessed and completed on-line: <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>

- This form must be completed and submitted **32 business days** prior to your event. Please keep in mind that food prepared at home is not permitted to be served at your event. All vendors (including grocery stores, caterers, restaurants, etc.) must be selected from the Approved Vendor List (as stated above)
- If the vendor is not serving the food, all individuals who are responsible for cooking, serving, handling, or transporting the food will need to complete the brief, on-line FAU Food Safety Training prior to the permit being issued (preferably at the time the Temporary Food Service Event Permit Application is submitted). Again, visit www.fau.edu/ehs. The training certificate is valid for 3-4 years.

Step 3: Once approval is obtained from both Business Services and EH&S, The Food Service Event Permit will be available. **Food Service Event Permit and Food Waiver must be displayed during the event.** These documents are available to the sponsor of the event by email or through Business Services, as indicated on the Food Waiver Request.