

McGregor Memorial Conference Center  
495 West Gilmour Mall  
Detroit, MI 48202



### Request for Food Waiver

To: Aramark, McGregor Memorial Conference Center

From:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Department: \_\_\_\_\_

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

Per APPM 8.15, McGregor is the designated caterer for all functions held on campus by university schools, colleges, divisions and units. McGregor provides food, beverages, and services for all events paid for with the university funds, held on university campus. The following areas are exempt from this policy: Oakland Campus, Macomb Center, and the events held in the Student Center using the student center food services. Food waivers are not required for food/beverage for events totaling \$200.00 or less. There are no exceptions for alcohol service waivers. Events held with food served in the Student Center Building are subject to additional approval by the Student Center Director or his/her designee, subsequent to a waiver granted by McGregor.

Food Vendor Name and Address:

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

Program Description: \_\_\_\_\_

Program Date: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_ \$ Amount: \_\_\_\_\_

Food Product: \_\_\_\_\_

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

**Waiver Must Be Submitted at Least Two Weeks Before the Event Date!**

McGregor Use Only:

Returned Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Date: \_\_\_\_\_ McGregor Signature: \_\_\_\_\_