



Pasadena City College

Offsite Food Catering Request Form for Divisions and Departments

Received in I8

I8 Staff Use Only

Department Name:				
Department Location:				
Title of Event:				
Date of Event:				
Location of Event:				
Time of Event:				
<u>TYPE OF EVENT</u> (Check One)	<input type="checkbox"/> Banquet <input type="checkbox"/> Luncheon <input type="checkbox"/> Reception <input type="checkbox"/> Other: _____ Number of People Expected _____			
<u>FOOD REQUEST*</u> (Check One)	<input type="checkbox"/> Purchased from I8 <input type="checkbox"/> Other: _____ <input type="checkbox"/> Catered by an Off Campus Restaurant/Caterer <small>Off Campus Restaurant/Caterer must provide Campus Use with a \$1 Million Certificate of Insurance naming Pasadena City College, PCC Associated Student Body, I8 Food Services as additionally insured. They must also provide a Business License, Food handler certificate, and most recent health department report.</small>			
<small>*Requests must be made at least five (5) business days prior to event to ensure appropriate time for review by I8. *Food events not catered by I8 are the solely responsible for the food safety and handling of the food served. I8 shall be harmless should any food related illness occur. *Attach menu.</small>				
Food Request: (Type of Food)	<hr/> <hr/> <hr/>			
Justification for Offsite Catering: (Cost, Special Needs, Quantity, Source of Item, etc.)	<hr/> <hr/> <hr/>			
Requested by (Print Name)	Signature	Date	Phone Number	Email
Dean/Director (Print Name)	Signature	Date	Phone Number	Email

I8 Response

I8 Response To Restaurant/Caterer:	<input type="checkbox"/> Approved		<input type="checkbox"/> Denied	
Reason for Denial:	<hr/> <hr/> <hr/>			
Set Up Responsibility:				
Tear-Down Responsibility:				
Request Approved/Denied by:				
Print Name:				
Signature:				
Date:				

Notes:

1. Attach all requirements with Offsite Food Catering Request Form; drop off at the Plaza or by email at catering@pasadena.edu.
2. If offsite catering is approved, I8 will not split services with restaurant/caterer (all services including beverages will need to be provided by caterer).
3. I8 will respond to this request within three (3) business days.