



# 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:				
<b><u>TYPE OF EVENT</u></b> (Check One)	<input type="checkbox"/> Banquet <input type="checkbox"/> Luncheon <input type="checkbox"/> Reception <input type="checkbox"/> Other: _____ Number of People Expected _____			
<b><u>FOOD REQUEST*</u></b> (Check One)	<input type="checkbox"/> Purchased from I8 <input type="checkbox"/> Other: _____ <input type="checkbox"/> Catered by an Off Campus Restaurant/Caterer 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>*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)	_____ _____ _____			
Justification for Offsite Catering: (Cost, Special Needs, Quantity, Source of Item, etc.)	_____ _____ _____			
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:	_____ _____ _____	
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 Piazza or by email at [catering@pasadena.edu](mailto: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.