



FOOD WAIVER FORM

Reserving Individual/Organizations/Departments is/are responsible for seeing that all University policies are met. Please Sign that you have read and understand each statement:

Events with food provided by the reserving party must have a signed Food Waiver on file with their reservation.

When the reserving party provides food or beverages, the reserving party assumes liability.

All food items must be precooked prior to arriving at Aquarena Center.

All trash should be properly disposed of and not left on tables and counters in the rooms.

Student Center personnel should be notified if extra trash receptacles are needed.

Release and Indemnity

A. Agrees to release and indemnify the Aquarena Center and Texas State University-San Marcos and its employees and agents from all liability for injury or illness associated with the consumption of food or beverage provided by the student organization, department or individual.

B. Assumes responsibility for cleaning the room and any damage that may occur.

Food Service Information

1. Name of Sponsoring Group _____

2. Date of Food Event _____

3. Location (room) _____

4. Food Items to be Served _____

Signature: _____ Date: _____

Individual's address: _____
Street/ Post Office Box, City, State, Zip

E-Mail: _____ Phone: _____

AQUARENA CENTER FOOD POLICIES

Reserving organizations and departments are responsible for adhering to all guidelines.

Off-campus Caterers

1. All caterers must be University-approved. A list of approved caterers is available in the Reservations Office. Caterers who are not approved can apply through Auxiliary Services for permission to serve in the Student Center.
2. The reserving party must **supply** the Aquarena Coordinator with the **name of the caterer at least 2-weeks prior to the event**
3. The reserving party is responsible for making sure the caterer adheres to the terms and conditions of the contract signed with the University. The **caterers** are to **supply their own trashcans, trash bags and other necessary cleaning items**. All **trash must be removed from the area** and the area left clean. All charges for damages or insufficient cleaning caused by the caterers will be charged to the CLIENT.
4. The client must provide/or rent tables, chairs and other miscellaneous furniture for banquets and receptions. The caterer must supply dishes, linens, utensils, warmers, etc.
5. **All alcoholic beverages must be served by a TABC certified bartender. All events with alcoholic beverages must have security provided by the University Police.** The reserving party is responsible for all security charges.
6. In the event that Aquarena Center may need to open early or remain open later than regular operating hours to accommodate catering set-up or clean up, the reserving party shall assume financial responsibility.

Non-Catered Food

1. Events with food provided by the reserving party must have a signed Food Waiver Form on File with the reservation. When the reserving party provides food or beverages, the reserving party assumes liability.
2. All food items must be precooked prior to arriving at Aquarena Center
3. **All trash should be properly disposed of and not left on tables and counters in the rooms. Aquarena Center personnel should be notified if extra trash receptacles are needed.**