

Event Planning in an Outdoor Space Resource Guide

Outdoor Space Campus Policies

Review the [policies](#) for the outdoor space location you are requesting

Food and Beverage

Outdoor space follows the [Campus Catering Policy](#) for food and beverage. If you wish to request a catering delivery through Union Catering, please fill out a catering delivery form [here](#).

Environmental and Occupational Health may determine that a temporary food application is needed for your event.

Apply at least 2 weeks before a scheduled event by following these steps

1. Read campus Temporary Food Service [policy](#) and Temporary Food Stand [requirements](#).
2. Choose a licensed and insured food vendor/supplier. Look up licensed food [vendors in Dane County](#) or reach out to eoh@fpm.wisc.edu. See Section V. of the [Temporary Food Service policy](#) for details on insurance.
3. [Reserve](#) a space for the event and review [facility use and insurance](#) guidelines.
4. Complete and submit the UW Madison Temporary Food Service Application [here](#). Email eoh@fpm.wisc.edu for support.

Once your event is approved by Risk Management and Environmental & Occupational Health, you will receive an approval email. Please allow up to 2 weeks for processing.

Event Insurance

The Risk Management Team reviews components of your event and will let you know if insurance is required. If event insurance is required, insurance can often be purchased through [Tulip](#) or [K&K Insurance](#)

Rentals

Groups in outdoor spaces are responsible for obtaining their own equipment needed to host the event. A non-exclusive list of rental options are listed below:

- [Facilities and Planning Management Physical Plant \(tables, chairs\)](#)
- [Event Essentials](#)
- [Union off-site equipment delivery](#) (events@union.wisc.edu)

Amplified Sound

All Amplified Sound must be approved through the Vice Chancellor for Finance Administration Office. Campus Event Services (events@union.wisc.edu) will provide further instruction on approval with your request.

Electricity

If electricity is needed for your event, please place a work order with [Physical Plant](#)