

Catering Approval Process

This process applies to events with any food or drink element that is not provided by the venue's catering partners. This includes:

1. Selling food/drink products for consumption off site
2. Providing samples of food and/or drink for consumption on site
3. Selling food and/or drink for consumption on site
4. Giving away food and/or drink as hospitality

Providing food & drink (excluding alcohol)	Providing food & drink (including alcohol)	Providing alcohol only
<p>1. Complete and submit to your event manager 'Application to Supply Food and/or Drink (except alcohol)' form no later than 28 days before the event.</p>	<p>1. Complete and submit to your event manager 'Application to Supply Food and/or Drink (except alcohol)' form and 'Organiser's sale/supply of alcohol application letter' no later than 28 days before the event.</p>	<p>1. Complete and submit to your event manager 'Organiser's sale/supply of alcohol application letter' no later than 28 days before the event.</p>
<p>2. Complete and submit to your event manager 'Application to Supply Food and/or Drink (except alcohol)' form no later than 28 days before the event.</p> <p>Refer to eGuide for sample sizes and food hygiene requirements. Concession fee may apply if samples exceed permitted sizes – refer to venue's concession fee guidelines.</p> <p>Samples must be given free of charge.</p>	<p>2. Complete and submit to your event manager 'Application to Supply Food and/or Drink (except alcohol)' form and 'Organiser's sale/supply of alcohol application letter' no later than 28 days before the event.</p> <p>Refer to eGuide for sample sizes and food hygiene requirements. Concession fee may apply if samples exceed permitted sizes – refer to venue's concession fee guidelines.</p> <p>Samples must be given free of charge</p>	<p>2. Complete and submit to your event manager 'Organiser's sale/supply of alcohol application letter' no later than 28 days before the event.</p> <p>Refer to eGuide for sample sizes. Concession fee may apply if samples exceed permitted sizes – refer to venue's concession fee guidelines.</p> <p>Samples must be given free of charge.</p>
<p>3. Complete and submit to your event manager 'Application to Supply Food and/or Drink (except alcohol)' form no later than 28 days before the event.</p> <p>Complete and submit 'Checklist for events with food exhibitors/caterers'.</p> <p>Refer to eGuide for food hygiene requirements.</p> <p>Concession fees apply. Refer to venue's concession fee guidelines.</p>	<p>3. Complete and submit to your event manager 'Application to Supply Food and/or Drink (except alcohol)' form and 'Organiser's sale/supply of alcohol application letter' no later than 28 days before the event.</p> <p>Complete and submit 'Checklist for events with food exhibitors/caterers'.</p> <p>Refer to eGuide for food hygiene requirements.</p> <p>Concession fees apply. Refer to venue's concession fee guidelines.</p>	<p>3. Complete and submit to your event manager 'Organiser's sale/supply of alcohol application letter' no later than 28 days before the event.</p> <p>Concession fees apply. Refer to venue's concession fee guidelines.</p>

Providing food & drink (excluding alcohol)	Providing food & drink (including alcohol)	Providing alcohol only
<p>4. Complete and submit to your event manager 'Application to Supply Food and/or Drink (except alcohol)' form no later than 28 days before the event.</p> <p>Complete and submit 'Checklist for events with food exhibitors/caterers', if applicable.</p> <p>Refer to eGuide for food hygiene requirements.</p> <p>Concession fees apply. Refer to venue's concession fee guidelines.</p>	<p>4. Complete and submit to your event manager 'Application to Supply Food and/or Drink (except alcohol)' form and 'Organiser's sale/supply of alcohol application letter' no later than 28 days before the event.</p> <p>Refer to eGuide for food hygiene requirements.</p> <p>Concession fees apply. Refer to venue's concession fee guidelines.</p>	<p>4. Complete and submit to your event manager 'Organiser's sale/supply of alcohol application letter' no later than 28 days before the event.</p> <p>Concession fees apply. Refer to venue's concession fee guidelines.</p>

Guidance documents available:

- Olympia London's rules & regulations contained in the [eGuide](#) 'Catering' section.
- General Guidance on Catering Arrangements for Your Event
- Catering Concession Fee Guidelines
- Sale or Supply of Alcohol at Events – Guidance for Organisers

Forms:

- Exhibitor manual template form for declaration of food/drink/alcohol supply to the organiser
- Organiser's application to the venue for sale/supply of food & drink at their event
- Organiser's application to the venue for sale/supply of alcohol at their event
- Event Manager's letter to organisers to approve sale/supply of alcohol