

OUTSIDE CATERER/RESTAURANT GUIDELINES

A. GENERAL

- A.1 The following guidelines are established to assist in planning University events serviced by an outside caterer to provide catering services. These guidelines apply to University departments/programs and recognized student organizations.
- A.2 University departments may only use those outside caterers that meet the University's business and insurance requirements.
- A.3 The decision to allow for the respective department/program or student organization to select the type of outside caterer for their function based upon limitations set forth in catering requests and the relevancy to the University department/organization or student organization will be determined by the DAG (Dining Advisory Group)
- A.4 Departments/programs and registered student organizations making arrangements for outside caterers will be held responsible for any damages and additional expenses incurred by the negligence of the outside caterer.
- A.5 Please note that if these guidelines are not satisfactorily adhered to, your Department/organization may not be permitted to utilize outside caterers for future events.
- A.6 The University requires outside caterers to adhere fully to the University policies and procedures. Outside caterers must comply with Norfolk Public Health Department Food Requirements, which include but are not limited to sanitation, hygiene, and temperature.
- A.7 Outside caterers/University departments/programs/organizations are required to furnish the following information to the Committee with the application. It is not ARAMARK's responsibility or the Committee's to procure:
- Full listing of products/services/menus to be provided with a list of association charges.
 - Copy of Signed Agreement between the off-campus outside caterer and the sponsoring University department/organization.
 - Outside Caterer/Restaurant Waiver Policy
- A.8 Outside caterers are restricted from providing any and all alcoholic beverages.

B. OPERATIONAL DOCUMENTATION

- B.1 Outside caterers must provide evidence of current and valid business license.
- B.2 Outside caterers must provide evidence of the following insurance coverage along with the application:
- Commercial General Liability insurance in the amount of a minimum of \$1,000,000.00 per incident.
 - Automobile Liability Insurance covering bodily injury and property damage of at least \$500,000.00.
 - Statutory Workers' Compensation with an Employers' Liability limit per state guidelines
- B.3 If requested copies of a current and valid business license, health permit and certificates of insurances are not completed and received with the application, the application will not be considered by DAG.
- B.4 Outside caterers must provide a 30 day advance written notice to the University of any modification, change, and cancellation to the insurance coverage.
- B.5 All drivers transporting food and equipment must hold a valid driving license.
- B.6 Outside caterers providing food and/or beverages must provide a copy of their current and valid health permit.

C. OPERATIONAL REQUIREMENTS

- C.1 Prior to the function all food is to be stored and prepared at the outside caterer's permitted food establishment or other approved food facility.
- C.2 Outside caterers are restricted from providing any and all home prepared foods.
- C.3 On-site kitchen facilities are not available. All food provided by Outside caterers must be prepared/heated off-site and delivered. **No food may be prepared on the premises.** However, based upon availability, a staging area may be made available. That should be coordinated through the scheduling office. Off-campus outside caterers must be entirely self-sufficient.
- C.4 At all times the Outside caterer has control over the food, including periods of storage, preparation, transportation and service, all food shall be adequately protected so as to be maintained free of contamination, adulteration, and spoilage.
- C.5 Outside caterers are responsible for providing all the equipment required for servicing the event; including all equipment for food handling, food presentation, and food service. This is to include, but not limited to:
- Flatware, Glassware, China, and Linens
 - Disposable Plates, Flatware, Napkins, and Cups
 - Serving Platters, Trays, and Serving Utensils
 - Food Chafers and Warmers
 - Food Holding Equipment – Warmers and Coolers
- C.6 Outside caterers are required to make arrangements with the appropriate University department/program/student organization in advance to schedule delivery, setup and removal of all equipment and products provided by the outside caterer.
- C.7 Final set-up arrangements from the caterer must be submitted to the appropriate University department/program/student organization (7) days in advance of the event. Please see photos on equipment pricing page.
- C.8 Outside caterers are responsible for the setup and breakdown of all of their equipment. All equipment must be removed from campus immediately following the conclusion of an event.
- C.9 Outside caterers are responsible for clean-up and trash removal immediately following the conclusion of an event.
- C.10 All trash/food debris must be contained in appropriate waste bags and removed from buildings in a manner that prevents spillage or drips on the way to the disposal point.
- C.11 Outside caterers are required to provide any and all staffing to facilitate the setup, function time, break-down and clean up of their scheduled event.