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University of California, Santa Barbara

UCSB Catering Permit

Temporary Food Distribution Permit

INSTRUCTIONS

The Campus Catering Permit must be completed by any Department that intends to use an off-campus Caterer to provide food service at a Department event, whether on or off-campus. First however UCen Dining Services must give a Department permission to use an outside caterer. If approved by UCen Dining, the Department must obtain the Caterer's signature on the Campus Catering Permit, sign the Permit itself, and submit the completed Permit to UCen Dining along with a copy of the caterer's contract. If the Caterer is not on the approved list of off- campus caterers, the Department must also obtain proof that the Caterer meets University insurance requirements and a copy of the Caterer's County Health Permit. (See Processing Permit, below, for detailed information on how to get permission to use an outside caterer).

DEPARTMENT

Date: _____ Department: _____ Fax: _____

Dept. Contact: _____ Email: _____ Ph: _____

EVENT INFORMATION

Date of Event: _____ Time of Event: _____ Event Location: _____

Describe any Special Conditions that may apply (use attachment as necessary to accurately and completely describe):

CATERER

Caterer's Legal Name: _____ Ph: _____ Fax: _____

Address: _____

Contact Person: _____ Email: _____ Ph: _____

TERMS & CONDITIONS

1) Caterer is granted a limited permit for the distribution of food only. This Permit may be terminated or cancelled by University at any time, in its sole discretion, without recourse by Caterer.
2) Caterer must comply with all directives of University authorities.
3) Caterer is solely responsible for the management, preparation, and distribution of its food, including set-up, take-down, and clean-up, as well as all financial obligations and liabilities in connection with or necessitated by this permit, except as otherwise specifically provided in Permit under "Special Conditions."
4) Caterer is responsible for providing any and all equipment and personnel necessary to conduct its business except for the specific obligations of University contained within the Permit under "Special Conditions."
5) Caterer is responsible for obtaining all required licenses or permits and fully complying with applicable federal, state, local laws and regulations as well as all pertinent University policies.
6) Caterer shall defend, indemnify and hold harmless University, its officers, agents, and employees, from and against any and all claims, damages, costs, expenses, including reasonable attorneys' fees, losses, or liabilities, arising out of or in any way connected with this Permit including, without limitation, claims for loss or damage to any property, or for death or injury to any person or persons.
7) Caterer, at its sole cost and expense, must insure its activities. At least one (1) week prior to the commencement date for use of University's facilities, Caterer must furnish to University a current certificate of insurance showing caterer's compliance with University's insurance requirements.
8) Caterer may not assign or delegate this Permit to any third party without specific written permission of the University.
9) This Permit is governed by and interpreted under the laws of the State of California.
10) This Agreement represents the entire Agreement between the Parties with respect to the subject matter hereof and supersedes all prior offers and negotiations, both oral and written. It may not be amended or modified in any respect whatsoever, except in writing as authorized by both parties. The Terms & Conditions of this Agreement govern and are not subject to change by reason of any terms stated on Seller's invoice.

CATERER SIGNATURE

As an authorized representative of the caterer, I agree to the *Terms and Conditions* governing the Campus Dining Services Catering Permit .

_____ _____ _____

Caterer's Signature | Caterer's Name (print) | Date

CAMPUS REVIEW & APPROVAL

UCen Dining Services: _____ Date: _____ Ph: _____

PROCESSING PERMIT

1) Get the permission of UCen Dining Services to use an outside caterer.
2) If Caterer is on the list of caterers approved to work at UCSB events, after obtaining UCen Dining approval to use caterer, Department must:
   a) Obtain Caterer's signature on completed Permit and submit it along with a copy of the caterer's contract to UCen Dining Services (ph: 893-2388/fax: 893-7561).
3) If Caterer is not on list of approved caterers, after obtaining UCen Dining approval to use caterer, Caterer must:
   a) Obtain and submit a Certificate of Insurance, an Additional Insured Endorsement, and a current County Health Permit to UCSB Risk Management (ph: 893-2860/fax: 893-8521). See the information sheet **SO YOU WANT TO USE AN OUTSIDE CATERER AT YOUR UCSB EVENT?** at CaterInsurReqts for a detailed description of these requirements.
   b) Obtain Caterer's signature on completed Permit and submit it along with a copy of the caterer's contract to UCen Dining (ph: 893-2388/fax: 893-7561).
4) UCen Dining Services will approve and sign the Permit when all requirements have been met.
5) Department must submit approved Permit to Accounting with Caterer's invoice before Accounting will approve payment.