

OUTSIDE CATERER EXCEPTION REQUEST

VETERANS MEMORIAL HALL | WEST EXHIBIT AREA



Event Management | 305 Student Center East | studentcenter.gsu.edu | scevents@gsu.edu | 404-413-1870 | Fax 404-413-1875

Flavours by Sodexo and PantherDining are the primary caterers for the Student Center, Veterans Memorial Hall and the Urban Life Center West Exhibit Area. Requests to use an outside caterer must be approved by the Student Center through the submission of this form. Do not place orders with an outside caterer until you have received notice that your outside caterer request has been granted. This request for an outside caterer applies solely to the specific event for which it is requested and does not constitute any change in existing policy.

Exception Request Guidelines

Request must be submitted at least three weeks before event or a \$15 late fee will be charged. No requests will be accepted later than one week before event.

- ▶ Submit this completed form to the Student Center Event Management Office, scevents@gsu.edu, 305 Student Center East or PO Box 3973, Atlanta, GA 30302-3973.
- ▶ The following items must be submitted with this form (or be on file):
 - A copy of the outside catering company's current business license
 - A copy of the outside catering company's current certificate of insurance, including types and limits of coverage
- ▶ Incomplete requests cannot be processed.
- ▶ **A service charge of 5 percent of the total catering bill (minimum charge of \$25) will be added to the event sponsor's invoice. (Fee does not apply to student organizations.)** This charge is in addition to any room rental and equipment charges. Event sponsor is responsible for forwarding to the Student Center a copy of the outside caterer's final invoice within 30 days after event.

Date of Request _____ Event Date _____

Event Name _____ Event Confirmation No. _____

Event Location (*Provide specific room*) _____ Estimated Attendance _____

Event Contact _____ Phone _____ Email _____

Sponsoring Organization(s)/Department(s) _____

Anticipated Menu & Pricing (*Please be specific.*) _____

Requested Catering Company _____

Caterer Address _____

Caterer Contact _____ Phone _____ Email _____

Please choose one:

Caterer Set-up or Delivery Time _____ Event Start Time _____ Event End Time _____ Caterer Cleanup End Time _____

Event sponsor will be responsible for food pick-up, set-up, service and clean-up. If so, when will the food be picked up? _____ Served _____?

Will alcohol be served? Yes No

If yes, have you submitted approval for serving alcohol from the university's office of Legal Affairs? Yes No Date Submitted _____

Catering Guidelines

Event sponsors and/or caterers who do not follow guidelines will be notified and may be restricted from future work in the Student Center.

- ▶ Event sponsor is responsible for sharing guidelines with outside caterer and ensuring caterer's compliance.
 - ▶ Student Center Event Management Office staff will establish with the event sponsor the caterer's access time to the facility. The event sponsor must be present from the caterer's arrival until cleanup and departure.
 - ▶ The loading dock is strictly for loading and unloading; there is no parking in the loading dock area. The event sponsor is responsible for arranging parking for the caterer.
 - ▶ The caterer must provide all personnel, food, beverages, linens and tableware as needed. Tables and chairs are provided by the Student Center to accommodate event needs inside the facility. The caterer is expected to handle all movement of its items. Facility staff have specific responsibilities during events and are not available to assist caterer.
 - ▶ All food, food preparation and serving items for the event must be brought and removed by the caterer. No storage space will be available before or after the event, and deliveries will not be accepted. If the caterer does not handle food service at event, the disposal or removal of catering items is the responsibility of the event sponsor.
- ▶ Event sponsor is responsible for any cleanup and damage fees.
 - ▶ The caterer must be totally self-contained as catering kitchen facilities are not available, and there is no access to water, refrigeration, ice or cleanup.
 - ▶ Open flames and ovens/stoves are not allowed in any indoor facility, including loading dock area. Items requiring electricity must be approved in advance. Warming ovens and sternos are acceptable.
 - ▶ The caterer must leave the facility in the same condition in which it was found, and the event sponsor is responsible for necessary clean-up. Spills and waste must be cleaned before the caterer leaves the site, and all food debris, boxes and other trash must be deposited in a dumpster or removed by the caterer immediately following the event.
 - ▶ If alcohol will be served, the event sponsor is responsible for securing permission to serve alcohol on campus from the university's Office of Legal Affairs at least two weeks before the event. The event sponsor and caterer must outline how compliance with this policy will be met. Alcohol to be served at the event must be delivered by the caterer and removed by the caterer following the event. The Student Center cannot provide storage for alcohol on site.

I have read these guidelines and agree to share them with the outside caterer and ensure its compliance. I understand I will be responsible for any necessary damage, cleaning or replacement fees.

Client Signature _____ Date _____ Speed Type (for university-funded units) _____

Advisor Name _____ Phone _____ Email _____

Advisor Signature (for student organizations) _____ Date _____

FOR OFFICE USE ONLY: Approved Denied Late Charge Required Date Response Sent To Client _____

Student Center Senior Director Signature _____ Date _____

Business License: On File Date Submitted _____

Insurance Certificate: On File Date Submitted _____