



CATERING EXEMPTION REQUEST

Catering Exemption Requests Must Be Submitted To the Dining Services Office 21 Days Prior To Date Of the Event

The Catering Department will work with any group to meet their unique menu needs within their budget. Catering will work with your recipes and provide a taste testing before recommending an exemption to the Director.

TIMELINE AND STEPS TO FOLLOW

- 1. 30 days prior to start of event: Set up a meeting with Baker Center Catering 593-4036 to go over needs. If Baker Center Catering cannot meet your needs Baker Catering will give you a signed Catering Exemption Request. If the event is in Walter Hall you do not need to meet with Baker Center Catering but you do need obtain and complete a Catering Exemption Request from Baker Center Catering.
2. 21 days prior to start of event: Submit completed Catering Exemption Request to Dining Services, room 136 Facilities and Auxiliaries. Fax 597-2132. Exemption will be granted or denied within 3 business days via e-mail or phone call. If you are not using an outside caterer complete Food Prepared by Someone Other Than Restaurant/Caterer section on the Catering Exemption Request and submit the credentials of the person preparing the food along with the Catering Exemption Request to Dining Services.
3. 14 days prior to start of event: If exemption is granted find an outside caterer and submit caterer's food license and proof of \$1 million liability coverage to the Dining Services office.
4. 7 days prior to start of event: Complete the Permit to Sell/Serve Food on Campus and receive approval from Sam Hanson, Environmental Health & Safety Room 207 Hudson. Permit to sell/serve food is available at www.ohiou.edu/ehs.em_food_policy.htm. The permit to sell/serve food must be on display during the event.

Catering policy details may be found at:

www.ohiou.edu/policy/47-015.html
www.ohiou.edu/ehs.em_food_policy.htm

Meeting with Baker Center Catering

You must meet with Baker Center Catering to determine whether or not they can accommodate your needs. This meeting must happen at least 30 days prior to the start of the event.

Date of meeting with Catering Catering Manager's Signature
Catering manager will sign if he/she cannot accommodate the catering request.

Reason for exemption request

Event Information

Name of Event Date of event

Location of Event Number of people attending event

Organization Information

Today's Date _____ Name of organization _____

Name of Advisor _____

Advisor e-mail _____ Advisor phone number _____

Advisor' signature _____ Date _____

By signing this agreement the organization advisor assumes all responsibility for this event and agrees to follow all Ohio University policies regarding this exemption.

Name of organization's President _____

President's e-mail _____ President's phone number _____

Name of Student(s) planning event _____

E-mail of students planning event _____

Phone number's of students planning event _____

Food Prepared by Restaurant/Caterer (skip if food is being prepared by someone other than a restaurant or caterer)

Please list the food and beverage items for this event (if alcohol is being served Dining Services must provide the alcohol service and you must attach an approved copy of an alcohol permit available in room 201 Baker University Center Administration and on-line)

Name, phone number and address of caterer who will provide the food (attach a copy of the caterer's Food license and proof of current liability insurance which meets a minimum \$1 million liability coverage. If the food is donated attach a letter from the caterer on business letterhead verifying that the food is being donated. If these items are not attached, the request will be denied)

Once the food is at the event how will hot food be kept at 135 F or above and cold food at 41 F or below?

Food Prepared by Someone Other Than Restaurant/Caterer

What are the credentials of the person(s) preparing the food (i.e. are they certified in safe food handling? Attach a copy of their ServSafe Certificate.

Where will the food and beverages be purchased?

Where will the food be prepared? Food must be prepared in a licensed kitchen. A licensed kitchen has a current Food license. Examples of a licensed kitchen are ACEnet on Columbus Rd or any commercial restaurant kitchen. Attach a copy of the Food license.

(Do not write below this line)

_____ Approved _____ Denied

Comments:

Date _____
Vice President of Auxiliaries

If approved, take a copy of this form to Sam Hanson, Environmental Health and Safety Room 207 Hudson and complete and receive approval for a Permit to Sell/Serve Food on Campus. All documentation must be returned to Dining Services, room 136 in the Facilities and Auxiliaries Building. Requests are not approved until you have received a confirmation copy of this form from Dining Services.

Dining Services Office
Facilities & Auxiliaries Building
1 Riverside Dr.
Athens, OH 45701-2979
Telephone 740.593.2970 and Fax 740.593.0135
e-mail: dining@ohiou.edu 9/13/07
