



OHIO UNIVERSITY

CATERING EXEMPTION REQUEST FORM

Catering Services will work with any group to meet their unique menu needs within their budget. Catering Services will also work with your recipes and provide a taste testing before recommending an exemption to the Assistant Director of Retail Operations.

The "Catering Exemption Request Form" and process described below is in accordance with University Policy 47.015: Catering [www.OHIOu.edu/policy/47-015.html](http://www.OHIOu.edu/policy/47-015.html).

STEPS TO FOLLOW/TIMELINE

- 1. Initial Meeting with Catering - 30 days prior to start of event: Schedule a meeting with OHIO University Catering (740) 593-4035 to go over needs. If OHIO University Catering cannot meet your needs, they will give you a signed Catering Exemption Request.
2. Catering Exemption - 21 days prior to start of event: Submit completed "Catering Exemption Request Form" to the Catering office, Room 125 in Baker University Center (Fax #: 740.593.9361). Exemption will be granted or denied within 3 business days via e-mail or phone call.
3. Permit - Environmental Health & Safety - 14 days prior to start of event: Complete the "Permit to Sell/Serve Food on Campus" and receive approval from Chad Keller, Environmental Health & Safety, University Service Center Rm 143, 49 Factory Street, Athens, (740) 593-0022. The "Permit to Sell/Serve Food on Campus" is available at www.OHIOu.edu/ehs.em\_food\_policy.htm. The "Permit to Sell/Serve Food on Campus" must be on display at the event site, during the event.
4. Required Paperwork for Outside Food/Catering - 10 days prior to start of event:

IF OUTSIDE FOOD IS BEING PURCHASED WITH UNIVERSITY FUNDS...

...please submit the following paperwork with your requisition in Bobcat Buy: 1) a copy of the vendor's food license, if required per the Contract and Insurance Matrix (below) 2) a copy of the permit obtained from EHS, and 3) a certificate of insurance from the vendor, if required per the Contract and Insurance Matrix (below). The purchase order must be issued prior to the event. https://www.OHIO.edu/finance/purchasing/contract-and-insurance-matrix.

IF OUTSIDE FOOD IS NOT BEING PURCHASED WITH UNIVERSITY FUNDS...

...please send the following information/documentation to Larry Wines, Director of Enterprise Risk Management and Insurance, at wines@OHIO.edu: 1) a copy of the vendor's food license, 2) a copy of the permit obtained from EHS, 3) proof of certification by the Bureau of Workers' Compensation, and 4) a certificate of insurance from the vendor, if required per the Contract and Insurance Matrix (below). https://www.OHIO.edu/finance/purchasing/contract-and-insurance-matrix.

Meeting with OHIO University Catering: You must meet with OHIO University 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.

Please Note: Outside caterers and private groups may not use any of the Culinary Services kitchens, including Walter Hall kitchen.

Date of meeting: \_\_\_\_\_ Catering Manager's Signature: \_\_\_\_\_

A Catering manager will sign if he/she cannot accommodate the catering request.

Reason for exemption request: \_\_\_\_\_

(Do not write below this line)

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Comments:

\_\_\_\_\_  
Assistant Director of Retail Operations or Senior Catering Manager Date \_\_\_\_\_

If approved, take a copy of this form to Chad Keller, Environmental Health and Safety, University Service Center, Room 143, and complete and receive approval for a Permit to Sell/Serve Food on Campus. All documentation must be returned to Catering Services. Requests are not approved until you have received a confirmation copy of this form from Culinary Services.

**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: \_\_\_\_\_

Advisor's 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: \_\_\_\_\_

Name of Student(s) planning event: \_\_\_\_\_

E-mail of students planning event: \_\_\_\_\_

Phone numbers 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 Culinary Services must provide the alcohol service, if held in one of our permitted areas) and you must attach an approved copy of an alcohol permit available in room 347 Baker University Center Administration and online at <https://www.ohio.edu/eventservices/upload/Alcohol-Application.pdf>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, phone number and address of caterer who will provide the food. If the food is being 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 degrees F or above and cold food at 41 degrees 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. Ex: ACEnet on Columbus Rd or any commercial restaurant kitchen. Please attach a copy of Food license.

