



Caterer Name/Company: _____ Contact Number: _____

Catering Address: _____ Email Address: _____

Established Caterer Requirements

Compliance with State and Local Regulations: Catering organization agrees to comply with all city and state requirements for food preparation, transport, storage, and handling.

Proof of Catering Permit: Catering organization will be required to provide proof of such permitting in the state of North Carolina.

Provide a copy of Food Service Permit.

Insurance Requirements: Insurance is required at the expense of the catering organization and must be maintained at all times during the life of the established agreement. Insurance should include: public liability, product liability, personal injury, and property damage insurance from insurers acceptable to NC A&T SU, in limits of no less than \$1,000,000 (one million dollars) for personal injuries, public liability, products liability, and \$25,000 for property damage. North Carolina A&T State University should be listed as an additional insurer.

Provide a copy of Insurance Policy with NC A&T State University listed as an additional insurer.

Proof of such coverage shall be given, in writing, to the Student Center Representative **at least 2 weeks prior** to scheduled event occurrence. It is agreed that the coverage as stated shall not be canceled or changed until thirty days after written notice of such termination or modification has been sent to the Student Center Representative.

Services: Catering organization will provide full catering services of the type requested by the clients of the Student Center. Services shall be of high quality as determined by the customer. Contractor will provide a manager dedicated to each event catered and ensure that staffing for each event is consistent with industry standards of similar facilities.

Equipment Maintenance & Access: Catering organization is responsible for providing its own equipment, utensils, storage and other items necessary for the preparation storage and presentation of food. All caterer must operate in a "self-contained" capacity. The Student Center disclaims the qualification for purpose of the equipment located in the ballroom pantry area that is **not available** for use by caterer.

Please note all required documents are due at least 2 weeks prior to the event date. It is important to note that if all required items are not received within this time frame the organizer will be required to select a caterer already on file with the student center. Failure to meet these requirements will forfeit the customer's opportunity to provide a caterer for their event, NO EXCEPTIONS.

Catering Signature: _____ Date: _____

NCAT Rep Signature: _____ Date: _____