



OUTSIDE CATERER/RESTAURANT WAIVER POLICY

This agreement is made on the _____ day of _____, 20_____

by _____, on behalf of ARAMARK at Old Dominion University.

Indemnity: This outside caterer/restaurant has entered into an agreement with ARAMARK at Old Dominion University whereby the outside caterer/restaurant will provide certain food and non-alcoholic beverage services, to be held in the Webb Center or _____ (academic building) on the campus of Old Dominion University. Outside caterer/restaurant agrees to indemnify, defend and hold harmless ARAMARK and its subsidiaries and employees against any liabilities.

Insurance: Prior to the event, outside caterer/restaurant shall obtain and maintain insurance for the period in which it shall provide service in Webb Center or _____ (academic building). A certificate of insurance evidencing such coverage and naming ARAMARK as an additional insured will be supplied seven (7) days before the event:

Comprehensive general liability: No less than \$1,000,000

Worker's Compensation: as required by law

Excess Liability: \$5,000,000

Food Service: Outside caterer/restaurant shall comply with all applicable laws and regulations with respect to its handling and service. Outside caterer/restaurant shall obtain all permits and licenses required in connection with service of food and beverages. A copy shall be provided no later than seven (7) days before the event.

Alcoholic Beverages: Outside caterer/restaurant acknowledges that it is prohibited from engaging in the sale and service of alcoholic beverages. In Witness Whereof, the outside caterer has executed this agreement on the date set forth above.

Facilities: Outside caterer/restaurant agrees that it will receive no use of food service facilities, equipment, services, products and staff in preparation for and execution of event.

Terms: Outside caterer/restaurant agrees that it will adhere to all attached policies.

Outside Caterer: Name _____

Address _____

By (signature): _____

Name (print): _____



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OUTSIDE CATERER GUIDELINES

A) General

- A.1 The following guidelines are established to assist in planning University events serviced by an outsider caterer to provide catering services. These guidelines apply to University departments, programs, and recognized student organizations.
- A.2 University departments may only use those outside caterers that meet the University's business and insurance requirements.
- A.3 The decision to allow for the respective department/program/student organization to select the type of outside caterer for their function based upon limitations set forth in catering request and the relevancy to the University department/program/student organization will be determined by the DAG (Dining Advisory Group).
- A.4 Departments, programs, and registered student organizations planning for outside caterers will be held responsible for any damages and additional expenses incurred by negligence of the outside caterer.
- A.5 PLEASE NOTE, that if these guidelines are not satisfactorily adhered to, your department or organization may not be permitted to utilize outside caterers for future events.
- A.6 The University requires outside caterers to adhere fully to the University policies and procedures. Outside caterers must comply with Norfolk Public Health Department Food Requirements, which include but are not limited to sanitation, hygiene, and temperature.
- A.7 Outside caterers, University departments, programs, and organizations are required to furnish the following information to the Committee with the application. It is not ARAMARK's responsibility or the Committee's to procure:
 - Full listing of products, services, menus to be provided with a list of association charges
 - Copy of signed agreement between the off-campus caterer and the sponsoring University department or organization
 - Restaurant Waiver
- A.8 Outside caterers are restricted from providing any and all alcoholic beverages.

B) Operational Documentation

- B.1 Outside caterers must provide evidence of a current and valid business license.
- B.2 Outside caterers must provide evidence of the following insurance coverage along with the application:
 - Commercial General Liability insurance in the amount of a minimum of \$1,000,000.00 per incident.
 - Automobile Liability Insurance covering bodily injury and property damage of at least \$500,000.00
 - Statutory Workers' Compensation with an Employer's Liability limit per state guidelines
- B.3 If requested copies of a current and valid business license, health permit and certificates of insurances are not completed and received with the application, the application will not be considered by DAG.



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- B.4 Outside caterers must provide a 30 day advance written notice to the University of any modification, change, and cancellation to the insurance coverage.
- B.5 All drivers transporting food and equipment must hold a valid driving license.
- B.6 Outside caterers providing food or beverages must provide a copy of their current and valid health permit.

C) Operational Requirements

- C.1 Prior to the function all food is to be stored and prepared at the outside caterer's permitted food establishment or other approved food facility.
- C.2 Outside caterers are restricted from providing any and all home prepared foods.
- C.3 On-site kitchen facilities are not available. All food provided by the outside caterers must be prepared and heated off-site and delivered. **No food may be prepared on the premises.**
However, based upon availability, a staging area may be made available. That should be coordinated through the scheduling office. Off-campus outside caterers must be entirely self-sufficient.
- C.4 At all times the outside caterer has control over the food, including periods of storage, preparation, transportation, and service. All food shall be adequately protected to be maintained free of contamination, adulteration, and spoilage.
- C.5 Outside caterers are responsible for providing all the necessary equipment for servicing the event including: the equipment for food handling, food presentation, and food service. This is to include (not limited to):
 - Flatware, Glassware, China, Linens
 - Disposable plates, flatware, napkins, and cups
 - Serving platters, trays, and serving utensils
 - Food chafers and warmers
 - Food holding equipment (warmers & coolers)
- C.6 Outside caterers are required to make arrangements with the appropriate University department/program/student organization in advance to schedule delivery, setup and removal of all equipment and products by the outside caterer.
- C.7 Final set-up arrangements from the caterer must be submitted to the appropriate University department/program/student organization seven (7) days in advance of the event.
- C.8 Outside caterers are responsible for the setup and breakdown of all their equipment. All equipment must be removed from campus immediately following the conclusion of an event.
- C.9 Outside caterers are responsible for clean-up and trash removal immediately following the conclusion of an event.
- C.10 All trash and food debris must be contained in appropriate waste bags and removed from buildings in a manner that prevents spillage or drips on the way to the disposal point.
- C.11 Outside caterers are required to provide any and all staffing to facilitate the set-up, function time, break-down, and clean-up for their scheduled event.