



## OFF-CAMPUS CATERER APPLICATION

### 1. BUSINESS INFORMATION

Legal Business Name: \_\_\_\_\_

Federal Employer ID Number (FEIN): \_\_\_\_\_

D/B/A—Doing Business As: (if applicable): \_\_\_\_\_

Website Address (if applicable): \_\_\_\_\_

Principal Place of Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

### 2. AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. PLEASE INCLUDE THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION:

- City of Waco Occupation License **or** Food Establishment Permit
- Texas Sales and Tax Permit
- Last 3 public health inspections documents
- Managers' ServSafe Certificates
- McLennan County Food Safety Class Certificates
- W-9 (signed)
- Certificate of Liability (see last page for sample/example of requirements)
- Signed Statement of Understanding (see page 4)

#### 4. MANAGEMENT AND STAFF TRAINING

\*Please include Serve Safe Certification and list of managers that will be assigned to Baylor.

\*Please include documentation that staff has attended McLennan County Food Safety Class.

Do you perform background checks on management and staff? \_\_\_\_\_

If so, what is the process and firms you utilize for this service? \_\_\_\_\_

\_\_\_\_\_

If you use a temporary staff service for staffing, do you require agency to perform background checks on staff used by your company?

\_\_\_\_\_

\_\_\_\_\_

Please list temporary staff service firms that you use to staff events:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

#### 5. HAACP-HAZARD ANALYSIS CRITICAL CONTROL POINT

Does your company have a HAACP plan in place that manages food from your backdoor to point-of-service?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. OTHER QUESTIONS	YES	NO
Does your firm have DOT certification in place for drivers and vehicles? Meaning your firm requires drivers' licenses and proof of insurances when using vehicles to conduct business.		
Does your firm have the financial resources necessary to fulfill the requirements as an off-campus caterer for Baylor University?		
Our firm has reviewed and agrees to comply with Baylor's solicitation policy. Failure to comply will jeopardize the vendors' privilege as an off-campus caterer.		
Our firm understands and will abide by the beverage agreement Baylor has with Dr Pepper.		
Baylor <b>PREFERS</b> that caterers use warmers without an open flame, however if canned cooking fuel is needed, only <b>WICK CHAFING FUEL</b> is allowed. Caterers will need to have a fully-charged, currently inspected fire extinguisher on site, and staff members trained in the use of the extinguishers. Does your firm agree to comply with this policy?		
Were you an advertising partner with Baylor Athletics through ISP Sports during the 2013-14 athletic season and/or are you under agreement to advertise with Baylor in the 2014-15 year?		

**CERTIFICATION.** Vendor understands that the foregoing information shall be used by Baylor University Event Services and other applicable campus departments to determine whether Vendor should be approved as of off-campus caterer. Vendor understands that Baylor University shall rely on the foregoing information, among other things, to make that determination. Vendor hereby certifies that the above and foregoing information is complete, true and accurate. Vendor further understands and agrees that any false statement made in this questionnaire will be grounds for termination of Vendor's agreement with Baylor University.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_



### **STATEMENT OF UNDERSTANDING**

As a 2014 - 2015 Off-Campus Catering firm for Baylor University, I have read and understand all of the policies and procedures provided to me. I understand it is my firm's responsibility to comply and abide by all rules therein. I also understand that if my firm fails to comply or if it violates any policy or procedure stated in the Off-Campus Catering Policies & Procedures it may result in the immediate revocation of our status as an off-campus caterer for Baylor University.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_