

# Catering Full Service Contract Guide

Contracts between on college groups/departments and offsite caterers should include the following stipulations. Signed contracts must be provided at least 48 hours prior to the event with a completed and signed Catering Waiver Request, a completed and signed Insurance and Indemnification agreement, proof of Liability Insurance form naming Bryn Mawr College as the insured.

Forms can be found at [http://www.brynmawr.edu/dining/programs/BMC\\_catering\\_policy.html](http://www.brynmawr.edu/dining/programs/BMC_catering_policy.html)

Catering Provider (please print) \_\_\_\_\_

Catering Provider Representative (please print) \_\_\_\_\_

Bryn Mawr College Group (please print) \_\_\_\_\_

Bryn Mawr College Group Representative (please print) \_\_\_\_\_

The above listed Catering Provider has provided:

- Proof of Liability Insurance (Certificate of Liability) in the amount of \$1,000,000 for the service of food for the time of exemption with Bryn Mawr College as one of the named insured.
- A completed & signed copy of Insurance and Indemnification Agreement, releasing Bryn Mawr College from any liability flowing from the service of food covered by the exemption.

\_\_\_\_\_ (Catering Provider) agrees to provide the following stated services on:

\_\_\_\_\_/\_\_\_\_\_/20\_\_ (Date of event):

- Set up the necessary tables, chairs and equipment prior to the event.
- Delivery of food controlled under correct temperature guidelines (cold food held at under 41°F, Hot food held at over 135 °F).
- All hand to food contact will utilize the use of food service grade single use gloves (in accordance with Montgomery County Health Code)
- All food contact surfaces (including utensils and service ware) will be cleaned and sanitized under established industry guidelines.
- All food requiring temperature control will be hot held above 135 °F or cold held below 41°F using appropriate NSF rated equipment.
- Food temperatures are to be checked before and monitored during service.
- Clean and sanitary tableware (e.g. plates, silverware, cups) will be provided.
- Tables, chairs and floors of will be cleaned of debris, food or spills generated by the food service provided.
- All trash and food waste will be removed at the conclusion of the event and disposed of off-campus.
- Event space will be returned to its original state after the conclusion of the event.
- Caterer will not use college utility supply or any college equipment to fulfill catering contract.
- Caterer will provide own potable water supply and/or ice supply.

Catering Representative Signature \_\_\_\_\_

Bryn Mawr College Group Representative Signature \_\_\_\_\_

This service contract is between Catering Provider and the Bryn Mawr College Group.

Bryn Mawr College holds no part of this contract and is not responsible for any agreed charges between the Provider and the Group.

Caterers may not provide food for any event unless catered in this manner due to the risk of foodborne illness and its resulting liability to Bryn Mawr College.

No catering exemptions shall be granted for events to be held in Wyndham Alumni House, Erdman, Haffner Dining Halls, or the Campus Center Café.

Under no circumstances will outside food services providers be granted use of or access to any of the College's commercial kitchens or the equipment contained in those kitchens.