

University of California, Santa Barbara

UCSB Catering Permit

Temporary Food Distribution Permit

INSTRUCTIONS

Prior to a catered event, whether on or off campus, the UCSB Catering Permit must be completed by any department planning to use an outside commercial caterer to provide food service at any UCSB event. Department must submit a completed UCSB Catering Permit, signed by the caterer, and a copy of the caterer's contract/invoice to UCen Catering and Special Events Catering. See <u>Fact Sheet - Catering Services at UCSB - Approval Process</u> for information about catering events at UCSB. NOTE: Departments ordering pizza delivery or catered food service whose total cost does not exceed \$150.00 need not use this <u>Permit</u> or obtain the approval of UCen Catering or Special Events Catering. However, except for pizza delivery, ALL food service at UCSB events must be from caterers who are on the List of Approved Caterers.

DEPARTMENT		
Date: Depart	tment:	Fax:
Dept. Contact:	Email:	Ph:
Name of Dept. Rep.:	Signature:	Ph
EVENT INFORMATION		
	vent: Event Location:	
Describe any Special Conditions that ma	ay apply (use attachment as necessary to accurately a	ind completely describe):
GATERER		
Caterer's Legal Name:	F	³ h: Fax:
Address:		
	Email:	Ph:
TERMS & CONDITIONS	the distribution of food only. This Permit may be terminate	
well as all financial obligations and liat Permit under "Special Conditions" (abd 4) Caterer is responsible for providing any of University contained within the Perm 5) Caterer is responsible for obtaining all reas well as all pertinent University polic Caterer shall defend, indemnify and he damages, costs, expenses, including reincluding, without limitation, claims for 7) Caterer must insure its activities at its secompliance with University's insurance Caterer may not assign or delegate thin 9) The Terms & Conditions of this Permit	y and all equipment and personnel necessary to conduct its	except as otherwise specifically provided in s business except for the specific obligations able federal, state, local laws and regulations ws of the State of California. yees, from and against any and all claims, of or in any way connected with this Permit any person or persons. a Certificate of Insurance showing caterer's ant County Health Permit. sion of the University.
	aterer, I agree to the Terms & Conditions governing the	e UCSB Catering Permit.
Caterer's Signature REVIEW & APPROVAL	Caterer's Name (print)	Date
	Signature:	Date:
-		
Special Events Catering Waiver #:	Signature:	Date:

INSTRUCTIONS ON PROCESSING PERMIT

- 1) Prior to a catered event, whether on or off campus, department must obtain permission from UCen Catering and H&RS Special Events Catering to use an outside caterer.
- Department must obtain caterer's signature on the UCSB Catering Permit and submit it, along with a copy of the caterer's contract and/ or invoice, to both UCen Catering (permits@ucen.ucsb.edu) and H&RS Special Events Catering (cateringpermits@housing.ucsb.edu).
- 3) If UCen Catering and H&RS Special Events Catering approve the use of an outside caterer, each will sign and return a copy of the UCSB Catering Permit to department.
- 4) The Accounting Department will only approve payment for catering services upon receipt of approved Catering Permits from both UCen Catering and H&RS Special Events Catering, a completed <u>Entertainment Form 5</u>, and the caterer's invoice.