

# Procedures for Using Approved Caterers

Non-exclusive Catering is now available on the UWF Pensacola main campus. Members of the university community may select the caterer of their choice from an Approved Caterer list or may use Aramark catering services. See the Approved Caterers List online. The Office of Business and Auxiliary Services is responsible for maintaining the records of approved caterers. Approved Caterers must apply in order to provide catering services.

Outside caterers should contact the Office of Business and Auxiliary Services at [auxservices@uwf.edu](mailto:auxservices@uwf.edu) or 850.474.3012 to receive an introductory letter explaining the requirements and a registration form.

## DEFINITION OF CATERING AT UWF

Catering is defined as the provision of food service by a commercial operation, which includes the activities of set-up, serving, and removal of food service. Catering is defined by the services performed, not by the type(s) of food provided. Catering does not include food prepared by individuals and brought from home for office parties, birthdays, and similar functions. Catering does not include “to go” orders that are picked up from local businesses.

The University’s Dining Services Contractor, Aramark, is available to provide catering services. However, Approved Caterers may be used if they have registered with Office of Business and Auxiliary Services and meet the following requirements:

## REQUIREMENTS

Any business or individual providing catering services on the UWF main campus must meet the requirements identified in the University’s Catering Policy FIN-07.02-12/16, which includes the following:

- A current State of Florida Division of Hotels and Restaurants license
- A current State of Florida Division of Alcoholic Beverages & Tobacco license
- A current Escambia County BTR license
- A current City of Pensacola BTR license (if business is located in the City of Pensacola limits)
- Certificate(s) of Insurance evidencing the following insurance coverage.

	Event of 50 or Fewer People	More than 50 People
Worker’s Compensation Minimum	Statutory Minimum	Statutory
General Liability	\$500,000 Minimum	\$1,000,000 Minimum
Food Product Liability	\$500,000 Minimum	\$500,000
Automotive Liability	Statutory Minimum	Statutory Minimum

- All employees of the caterer must comply with Health Department regulations and possess all required health certificates.
- All employees of the caterer must comply with any applicable university food safety policies and University alcohol regulation policy (UWF/REG-5.017 Alcoholic Beverages on Campus Property; SA-33.02-08/13 Alcohol Marketing Guidelines). If alcohol is to be served, the caterer must be the provider and must be licensed to do so for the location at which the event is to be held. Approved (outside) Caterers may not serve alcohol in the University Commons/Conference Center, Building 22.
- Caterers must submit a completed Caterer Registration Form, which is available online and via email from the Office of Business and Auxiliary Services.
- Caterers must register as a vendor through UWF Procurement & Contracts before catering services are rendered.

## GENERAL INFORMATION

Approved Caterers will be considered approved for as long as the documents provided in the registration process remain current. Caterers may retain their approved status if updated documentation is provided. Approved Caterers do not need approval for each event.

All areas of the University are open to Approved Caterers including the University Commons, Building 22; however, facilities, which are operated and maintained by Aramark, may not be used by outside caterers. This includes all kitchens and catering/prep kitchen. Approved (outside) Caterers may not serve alcohol in the University Commons/Conference Center, Building 22.

The catering firm also agrees to comply with the University’s exclusive beverage contract. Coca-Cola currently has the exclusive right to provide Coca-Cola beverage products for campus catering events.

The University’s dining services provider, Aramark, is an approved caterer by virtue of the requirements established in the contract between ARamark and the University/BEI.

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