

Gourmet Dining Services: Catering Waiver Form

As part of an agreement between Seton Hall University and Gourmet Dining Services, Gourmet Dining Services has exclusive rights to all catered events on campus. This agreement was met to ensure the quality and safety of all catering functions. Due to this fact, special permission is required for organizations to use an external caterer. Exceptions will only be approved for special circumstances such as donated food and cultural or religious items.

The purpose of this process is to assure that the caterer that you are requesting provides quality service and that the food is prepared and served in a sanitary manner. Please complete the attached Gourmet Dining Service Catering Waiver form to process your request.

Please note the following as you complete your form.

1. All areas must be completed in order for your request to be considered.
2. The most recent *Health Inspection Certificate* from the town or county in which the caterer operates, *Certificate of Insurance*, and *Catering Services Information Form* must be handed in all at the same time to the Gourmet Dining Service Office (located on the lower level of the Student Center).
3. Only food that cannot be provided by Gourmet Dining Service is permitted. The only exceptions are for food that is donated at no cost from a certified vendor. For this exception, a letter for a gift in kind for the donation must be presented to GDS.
4. All food must comply with the Food Safety Requirements for Organizations Utilizing University Facilities (included with this form).
5. Resale of food items is not permitted.
6. No food is to be taken from the event. Any leftover food must be disposed of immediately.

It is the responsibility of the student organization or department to ensure that all food and beverage brought into Campus complies with the above policies and the terms of the contract.

Key Provisions of the Outside Caterer:

1. It shall be the responsibility of the catering contractor to ensure that all food and beverage brought onto university property complies with all local, county, and state requirements, specifically that of the New Jersey State Sanitary Code, Chapter XII.
2. All premises where food and beverage are prepared must be licensed and inspected by the health authority having jurisdiction where the catering contractor operates.
3. All vehicles used in the transportation of food onto university premises shall be adequate in design, construction, and purpose in order to maintain food at appropriate temperature, and to prevent the risk of any contamination of food.
4. Adequate equipment/provisions must be in place to ensure temperature control of all potentially hazardous foods for storage and service prior to and during the event (i.e. cold pans with ice and water, chafing stands with heat supply.) (Sternos are the only permitted heat source).

Temperature Requirements:

Cold Foods (Deli Meats, Salads, Dairy, Perishable Desserts)
40 Degrees F or Less

Hot Foods (Beef, Poultry, Pork, Eggs, Rice)
140 Degrees F or Greater

5. Food service shall be provided to offer quantities that allow for fast turnover and proper rotation. Portions of potentially hazardous foods once served shall not be served again, nor distributed to guests for take home use at conclusion of event.
6. Suitable utensils shall be provided for the guest to reduce/minimize manual contact with food.
7. A designated period of service shall be established for the service of potentially hazardous foods. Any potentially hazardous foods allowed to remain above 40 degrees or below 140 degrees for a period of 2 hours or more must be discarded immediately. In outdoor events where the outside temperatures are 90 degrees and over, discard after one hour.
8. Due to liability purposes, Gourmet Dining Service wants to make it clear that we are not allowed to provide Linens, Utensils, Ice, Ovens, Coolers, or any type of equipment to an outside vendor.

Gourmet Dining Waiver Forms:

Catering Waiver Form
Vendor Services Information Form
Sterno Liability Waiver Form

Gourmet Dining Services: Catering Waiver Form

**Please complete this form and submit it to the Gourmet Dining Service Office
a minimum of 10 business days before your event.**

Department or Student Organization _____

Name of Person in Charge of Event _____ Email address _____

Phone Number _____ Cell Phone _____

Day & Date of Event _____ Room(s) _____

Attendance _____ Event Description _____

Event Time _____ until _____ Food Service Time _____ until _____

Name of Caterer _____

Contact Person for Caterer _____ Phone Number: _____

Please indicate the reason Gourmet Dining Service could not provide the food requested:

Description of items to be served (please **attach** a menu):

It is the responsibility of the organization to ensure that all members and caterers comply with all policies and procedures.

Signature of the Organization Member: _____ Date: _____

Signature of the Organization's Student Activities Advisor: _____ Date: _____

Approved or Disapproved (circle one)

Signature of the Director, Gourmet Dining Service: _____ Date: _____

For Office Use Only:

____ Catering Services Information Form (including Health Inspection Certificate, Certificate of Insurance, and Catering Menu)

____ Contract

Gourmet Dining Service
Vendor Services Information Form

Name of Establishment: _____

Address: _____

Phone: _____

Email: _____

Person in Charge: _____

Does your establishment employ a person certified in a course on food safety and sanitation? Yes/No
If yes, please provide a certificate of completion.

Does your establishment possess a vehicle designated and constructed to transport food? Yes/No
Please describe: _____ License Plate # _____

Does your establishment provide equipment designed to transport and deliver food that maintains safe food temperatures (hot foods 140 Degrees F/cold foods 40 degrees F)? Yes/No
Please Describe: _____

Does your establishment possess and provide equipment designed to maintain foods at safe temperatures at the site of the catered event? Yes/No
Please Describe: _____

Does your establishment provide a service attendant that will setup the equipment and food and maintain safe food temperatures? Yes/No
Please Describe Your On Site Service: _____

If you are not providing services on site, does your establishment provide food safety and service guidelines, i.e., heating instructions, service Instructions, shelf life? Yes/No

Please provide a copy of your most recent Health Inspection Certificate from the town or county of operation and a Certificate of Insurance evidencing general liability coverage. A Catering Menu must also accompany this form.

For Office Use Only:

____ Health Inspection Certificate

____ Certificate of Insurance

____ Catering Menu



CATERING - STATEMENT OF RESPONSIBILITY

Event Name: _____

Event Date: _____

Event Location: _____

Event Coordinators Name: _____

Address/Department: _____

Telephone: _____

University Sponsor/Administrator: _____

Approval Signature: _____

I have been advised and am aware of the inherent and/or latent danger (including but not limited to: risk of serious injury, the hazards of the event and use of open flame and/or sternos to warm food) of participating in such an activity.

I understand that this is a group program, and that group standards must be observed. I agree that the University shall have the right to terminate said event for failure to maintain these standards, or for actions or conduct which the University considers detrimental to or incompatible with the interests, harmony, comfort or welfare of the group as a whole. I understand that the University reserves the right to make alterations in assignments and itineraries at any time if deemed necessary.

I do hereby note, understand, and assume responsibility for risks associated with this program of activity. The terms hereof shall to release Seton Hall University from any and all liability for my heirs, executors, assigns and administrators.

As a condition of and in consideration of the acceptance of my participation this event, I, the undersigned, hereby agree as follows:

- 1. To constantly attended food warmers until the open flame / sterno is fully extinguished. (Sternos are the only permitted heat source)**
2. To acknowledge that I am not an agent of Seton Hall University; that I am responsible for my statements, actions, errors and omissions; that I – not Seton Hall University – am solely responsible for my conduct throughout the course of this event.

Name – Please Print

Signature

Date