

SAINT AUGUSTINE'S UNIVERSITY
REQUIREMENTS FOR OFF-CAMPUS CATERERS AND FOOD VENDORS
(SAINT AUGUSTINE'S UNIVERSITY IS A SMOKE FREE CAMPUS)

Catering Definition - Catering is defined as 1.) Non-university caterers/restaurants/food vendors who provide food on property owned or leased by the University 2.) Are licensed and insured to provide catering services and 3.) Come onto University property to prepare, deliver, transport, set out and/or service the food for meetings, conferences or special events.

Catering Does NOT Include - Food prepared by a caterer/restaurant/food service provider but is delivered, transported, set out and serviced by the event planner/organizer (non-university caterer does not come on to campus). This may include deli trays from the grocery store, sandwiches, coffee and Danish from coffee shops or a food order picked-up, transported and set-up by the event planner/organization.

Food Trucks, Catering Trailers, Food Push Carts – Saint Augustine's University recognizes the guidance set forth by the City of Raleigh Office of Planning and Code Enforcement regarding Food Trucks, Catering Trailers and Food Push Carts. Specifically, as it pertains to food trucks, please reference the City's Quick Reference Guide and instructions for food truck owners on private property located at the following website site:

[Food Trucks on Private Property and the Public Right-of-Way | Raleighnc.gov](http://Raleighnc.gov)

[Food Truck Quick Reference Manual \(raleighcitizen.com\)](http://raleighcitizen.com)

SAU require that caterers and food vendors providing food and beverage catering services on property owned or leased by the University, including University-sponsored events at off-campus locations, do so under the following conditions:

1. Caterers and Food Vendors must agree to comply with the various safety, health and sanitation laws and regulations that apply to food and beverage catering. **ALL VENDORS MUST HAVE THE APPROPRIATE SIZE AND TYPE FIRE EXTINGUISHER(S) PRESENT AT ALL TIMES. VENDOR IS RESPONSIBLE FOR PROVIDING ALL HAND-WASH STATIONS AS REQUIRED BY LAW. FAILURE TO ADHERE TO ALL REQUIREMENTS SET-FORTH IN THIS APPLICATION WILL RESULT IN THE TERMINATION OF APPLICATION**

2. Insurance

Caterers and Food Vendors must provide evidence of insurance coverage in the amounts listed below. The University reserves the rights to require limits above these minimums when in the sole opinion of the University, such higher limits are necessary to cover a higher degree of risk.

A. Liability

Comprehensive General Liability Insurance with minimum limits of \$1 million per occurrence for both bodily injury and property damage. Coverage must include Liquor Liability if alcoholic beverages are supplied or served. Caterers are required to show evidence of adequate insurance coverage by furnishing a certificate of insurance indicating compliance with all requirements

B. Alcoholic Beverages (*Host of Event Must Have Written Permission from University Administration 7 Days Prior to Date of Event*) - ONLY THE CURRENT FOOD SERVICE CONTRACTOR, ALADDIN FOODS, IS AUTHORIZED TO SERVICE ALCOHOL AT SAU.

Caterers who cater alcoholic beverages must agree to comply with applicable local, state, and federal laws and University policies as are now applicable or which may be established regarding the serving of alcoholic beverages on University property or at off-campus University functions. Specific requirements include: (i) required governmental licenses and permits for the sale and serving of alcoholic beverages, (ii) completion of responsible alcohol service training for its employees or those who it hires to work an event; (iii) that no state funds may be used for the purchase of alcoholic beverages, and (iv) carrying liquor liability insurance in the amount of \$1 million.

C. Worker's Compensation

Worker's Compensation Insurance providing statutory limits for the State of North Carolina.

Food trucks, Food and Catering Trailers must be properly licensed and permitted by the NCDMV. All trucks and pulled trailers must have the proper license plates with current registration stickers and proof of current insurance.

Any exceptions to the required insurance coverages must be in writing and signed by the University's Associate Vice President for Facility Operations, Construction, and Risk Management.

3. Health Permits and Business Licenses

Caterers and food vendors providing catering services for campus programs are required to provide copy of its permit to operate a food service establishment issued by the NC Department of Environment & Natural Resources and its latest sanitation grade rating, in addition to the appropriate business license and permits from the City of Raleigh/Wake County.

4. Indemnification

Caterers and food vendors shall defend, indemnify, and hold the University, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for bodily injury, including death, or damages to property arising out of Caterer's service of food or beverages on University premises or at any University function, and for any other injuries or damages but only to the extent such damages or injuries are caused by the acts or omissions of Caterer, its officers, agents, or employees.

5. Responsibilities and Expectations

Caterers and food vendors are expected to arrive and set up on time. It is the responsibility of the caterer to confer with the event planner/organizer to determine when the room will be available for set up, the actual event start time, the event end time, and when the room must be vacated.

Caterers and food vendors are responsible for the prompt removal of all equipment, trash, and leftover items and the cleaning of all University provided equipment after each event. In the event the Caterer does not remove the equipment promptly or clean the area, the Caterer may be charged

a fee which will be deducted from Caterer's payment and Caterer may be removed from the Approved Off-Campus Caterer and Food Vendor's List.

All catering employees are expected to be dressed in a neat and professional manner.

Catering and food vendors must follow all University guidelines regarding parking including, loading zones, time limits, and for obtaining the appropriate parking permits for delivery vehicles and staff vehicles.

Caterers must immediately report any claims of food borne illness immediately to the University's Risk Manager at (919) 798-4661. Failure to report claims to the University will result in the permanent removal of the caterer from the Approved Caterers List. It is the responsibility of all Approved Off-Campus Caterers and food vendors to keep all submitted paperwork current at all times. Caterers and food vendors will be removed from the Approved Off-Campus Caterer and Food Vendors List once certificates and inspection reports expire, unless new documents are submitted prior to the expiration date. The University will send 1 reminder pertaining to the expiration of documentation

Food Vending Fees

Food Trucks and Food Trailers

Regular Season Games – \$1,000.00	Homecoming - \$1,5000.00
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Push Carts and Stands

Regular Season Games – \$650.00	Homecoming - \$ 850.00
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