



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 [Fact Sheet - Catering Services Approval Process](#) 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 Permit 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: _____ Department: _____ Fax: _____
Dept. Contact: _____ Email: _____ Ph: _____
Name of Dept. Rep.: _____ Signature: _____ Ph: _____

EVENT INFORMATION

Date of Event: _____ Time of Event: _____ Event Location: _____

Describe any Special Conditions that may apply (use attachment as necessary to accurately and completely describe):

CATERER

Caterer's Legal Name: _____ Ph: _____ Fax: _____
Address: _____
Contact Person: _____ Email: _____ Ph: _____

TERMS & CONDITIONS

- Caterer is granted a limited permit for the distribution of food and/or beverages only. This Permit may be terminated or cancelled by University at any time, in its sole discretion, without recourse by Caterer.
- Caterer must comply with all directives of University authorities.
- Caterer is solely responsible for the management, preparation, and distribution of its food and/or beverages, including set-up, take-down, and clean-up, as well as all financial obligations and liabilities in connection with or necessitated by this Permit, except as otherwise specifically provided in Permit under "Special Conditions" (above).
- Caterer is responsible for providing any and all equipment and personnel necessary to conduct its business except for the specific obligations of University contained within the Permit under "Special Conditions".
- Caterer is responsible for obtaining all required licenses or permits and fully complying with applicable federal, state, local laws and regulations as well as all pertinent University policies. This Permit is governed and interpreted under the laws of the State of California.
- Caterer shall defend, indemnify and hold harmless University, its officers, agents, and employees, from and against any and all claims, damages, costs, expenses, including reasonable attorneys' fees, losses, or liabilities, arising out of or in any way connected with this Permit including, without limitation, claims for loss or damage to any property, or for death or injury to any person or persons.
- Caterer must insure its activities at its sole cost and expense. Caterer must furnish to University a Certificate of Insurance showing caterer's compliance with University's insurance requirements. Caterer must submit to University a current County Health Permit.
- Caterer may not assign or delegate this Permit to any third party without specific written permission of the University.
- The Terms & Conditions of this Permit govern and if there is a conflict with any terms and conditions on the caterer's contract/invoice, the Terms & Conditions on this Permit shall take precedence and are not subject to change by reason of any terms in caterer's contract/invoice.

CATERER'S SIGNATURE

As an authorized representative of the caterer, I agree to the *Terms & Conditions* governing the UCSB Catering Permit.

Caterer's Signature Caterer's Name (print) Date

REVIEW & APPROVAL

UCen Catering Waiver #: _____ Signature: _____ Date: _____
Special Events Catering Waiver #: _____ Signature: _____ Date: _____

INSTRUCTIONS ON PROCESSING PERMIT

- Prior to a catered event, whether on or off campus, department must obtain permission from UCen Catering and 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 Special Events Catering (cateringpermits@housing.ucsb.edu).
- If UCen Catering and Special Events Catering approve the use of an outside caterer, each will sign and return a copy of the UCSB Catering Permit to department.
- The Accounting Department will only approve payment for catering services upon receipt of approved Catering Permits from both UCen Catering and Special Events Catering, a completed [Entertainment Form 5](#), and the caterer's invoice.