



# Fact Sheet Catering Services Approval Process

## REFERENCE

- [Policy 6005: UCSB Interim Food Service Policy](#)
- [Santa Barbara County Public Health Department Requirements for Temporary Food Facilities](#)

## SPECIAL EVENTS CATERING & UCEN CATERING APPROVE THE USE OF CATERERS

- Special Events Catering and UCen Catering have first right of refusal to provide catering services for any UCSB event that includes catering.
- Prior to an event that requires catering, whether on or off-campus, you must first contact both Special Events Catering ([cateringpermits@housing.ucsb.edu](mailto:cateringpermits@housing.ucsb.edu)) and UCen Catering ([permits@ucen.ucsb.edu](mailto:permits@ucen.ucsb.edu)). They will either provide the required catering services or permit the use of an outside commercial caterer. When you contact them provide the following information: your department, name of contact person, contact person's telephone number and email, number of people, type of food, event location, date and time.
- If your event is in the University Center you must use UCen Catering.
- If your event is in the Loma Pelona Center, the West Conference Center, the De Anza Conference Center, or San Clemente or Sierra Madre meeting rooms, Special Events Catering has first right of refusal regardless of the cost or type of food.
- If your event is in The Club & Guest House, you must use The Club catering
- If H&RS Special Events Catering and UCen Catering choose not to cater your event they will approve the use of an outside commercial caterer.

## THE APPROVAL PROCESS

- If Special Events Catering and UCen Catering approve the use of an outside commercial caterer, the following requirements must be met 2 weeks prior to the event:
  1. Select an outside commercial caterer from the [List of Approved Caterers](#).
  2. If the Department wants to use a caterer who isn't on the [List of Approved Caterers](#) the caterer must be approved by the campus Risk Management Office before the event. The requirements that outside commercial caterers must meet to provide services at UCSB events are described on the [Fact Sheet: Food Service Provider Insurance Requirements](#).
  3. After the outside caterer's insurance and Health Permit have been approved by campus Risk Management, the caterer's name will be included in the [List of Approved Caterers](#).
  4. Department must then complete the UCSB Catering Permit and have the approved caterer sign it. After the caterer has signed it, email it and a copy of the caterer's contract/invoice to both Special Events Catering and UCen Catering. Each will sign and return their copy of the Permit to the Department.
  5. Retain copies of the signed and approved Catering Permits.
  6. After the event, submit the following documentation to UCSB Accounting for payment: (a) a completed [Entertainment - Form 5](#), (b) a signed and approved [UCSB Catering Permit](#) from BOTH Special Events Catering and UCen Catering, and (c) the caterer's invoice. The Accounting Department will only approve payment for catering services upon receipt of this documentation.

## A UCSB CATERING PERMIT IS NOT REQUIRED IF THE FOLLOWING CONDITIONS APPLY

- If the food service for your catered event costs less than \$150. However you must use a caterer listed on the [List of Approved Caterers](#).
- If you are ordering pizza delivery only.
- If you are picking up food from a grocery store or restaurant.

## FORMS & FACT SHEETS

- Fact Sheet - [List of Approved Caterers](#)
- Fact Sheet - [Food Service Provider Insurance Requirements](#)
- Form - [UCSB Catering Permit](#)
- Form - [Request for Certificate of Insurance from Food Service Provider](#)
- Form - [Entertainment - Form 5](#)