

Application for Marketplace Space

GENERAL INFORMATION

Name of Business _____

Address of Business _____

Telephone Number _____

Type of Ownership _____

Owner or Principles Name _____

Managers Names _____

Who is main contact? _____

Type of Business _____

Proposed Name of Business _____

Proposed Type of Restaurant _____ (Mexican, grill etc)

HEALTH AND WELFARE QUESTIONS

Broome County Health Department License # _____

Expiration Date of Health Department License _____

Number of Red Violations in last 3 inspections _____

Please attach a copy of last 3 inspections with application.

Name of Serv Safe Certified Manager or Equivalent _____

Expiration Date of Serv Safe Certificate _____

Please attach a copy of this certificate with application.

Name of Extermination Company _____

Name of Primary Food Purveyor _____

INSURANCE COVERAGE REQUIREMENTS

Please note the minimum required insurance levels and state the level that you currently maintain. Certification of the levels will need to be provided before execution of contract.

Commercial General Liability- Minimum-\$5,000,000. 00 per occurrence

Current Level of Coverage_____

Workman’s Compensation- Statutory Requirements

Employers Liability- Minimum \$1,000,000.00 per occurrence

\$1,000,000- per accident

\$1,000,000- Disease Policy Limit

\$1,000,000- Disease per Employee

Current Level of Coverage_____

Automobile Liability- Minimum \$1,000,000.00 combined single limit, bodily injury and property damage.

Current Level of Coverage_____

PROPOSED MENU WITH PRICES

Please attach a proposed copy of your menu with prices. Please be mindful of the following facts:

- There is no major kitchen space that can be guaranteed for cooking- all food must come ready to serve or finish at stations.
 - From the hours of 11:00 until 3:00 we will serve close to 1000 customers an hour- speed of service is essential.
 - Health and wellness and vegetarian servings are an integral part of our operations- are you addressing these?
 - All soft drink sales are managed by Binghamton Dining Services and should not be part of your menu mix.

Please attach proposed menu with application.

NECESSARY EQUIPMENT FOR OPERATION

Please insert a list of all equipment necessary to produce and serve your menu.

PROPOSED HOURS OF OPERATIONS

Please note that there may be times when Binghamton Dining Services will require that you have additional operating hours based on special events at the University. (homecoming , graduation etc.)

Monday through Friday Hours: _____

Saturday Hours _____

Sunday Hours _____

FINANCIAL CONSIDERATIONS

For the privilege of operating a food service establishment at the Marketplace at Binghamton University we propose to pay _____ (percent) of net sales to Binghamton University Dining Services. As the subcontractor you will be responsible for all food, paper and labor costs associated with your operation. Subcontractor is responsible for all cleaning to the floor and removal of all garbage and recyclables from your operating space.

OTHER NOTES

- You and your employees are guests of the University and are responsible for following all the rules and regulations of the University.
- You are responsible for adhering to all campus parking procedures. There is no parking in the loading area of the University Union except when actively loading or unloading a vehicle.
- Storage space is very limited in the Marketplace, some space may be made available but BUDs is not responsible for loss of your items.
- Binghamton Dining will provide you with a cashier for your operations.
- Contractors must use the Binghamton University register and access system for all sales.
- All paper products need to be environmentally friendly. Preferred products are compostable but recyclable is acceptable. Under no circumstance will Styrofoam be used.

APPLICATION PROCESS

By filling out this application you are stating an interest in operating at Binghamton University. This is no guarantee that a space may be made available. Any restaurant that feels they can adequately serve the Binghamton University Community is welcome to apply.

If Binghamton Dining Services and the University decide to change an operation on Campus the following will occur:

- Applications will be considered based on menu mix, customer feedback, proposed hours, commission and other factors.
- All applications will be shared with the Student Culinary Committee, less the financial area. A presentation to the SCC will be required. This presentation will be meant to explain your concepts, review menus, prices, nutritional value, and sustainability practices. The SCC represents the students on campus and their feedback will be considered with the utmost importance as to what applications will be considered to move forward.
- Discussions will begin at this point with applicants that all parties consider the best to fulfill the communities many needs.

SAVE

Save a copy of this form and email it along with your last three inspections, Serv Safe certificate, and proposed menu to james.ruoff@sodexo.com.