

## OFF CAMPUS VENDOR REQUEST FOR CATERED EVENT

*Binghamton University Dining Services (Sodexo) has the exclusive right to provide catering on campus except for those events under \$200.00, and in the case where authentic ethnic foods and support of local establishments is in the best interest of the University. Any exceptions must be approved by Dining Services.*

**Event Information:**

Requesters Name \_\_\_\_\_ Dept. \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Name of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Duration of Event \_\_\_\_\_ Est. Number of Attendees \_\_\_\_\_

Reason for Request \_\_\_\_\_

**What type of food service will be provided (over \$200):**

- A. Catering/cooking on site by outside Caterer (BBQ's)
  B. Delivery of takeout foods (Ethnic foods, BBQ)
  C. Delivery of prepared foods (Subs, pizza, carry-out)

Proposed Off-Campus Caterer \_\_\_\_\_ Caterer Arrival Time \_\_\_\_\_ Cleanup Time \_\_\_\_\_

Menu Items Requested \_\_\_\_\_

- The following **required** information from proposed caterer must be attached and submitted with this request at least **10 business days** prior to the event for **A & B only** under type of food service provided.
- Broome County Health Department Certificate
- New York State Business License
- General liability insurance certificate with the following:
  - Naming the State University of New York as certificate holder
  - \$1,000,000 individual and \$2,000,000 aggregate coverage as minimum
- Automobile and Property Damage Liability of \$1,000,000 per occurrence
- Proof of Workman’s Comprehensive Insurance Coverage per New York State Minimums.
- The University must be provided with the declarations page of the policy and the endorsement page which must indicate the required coverage for all applicable insurance.
- The State of New York, State University of New York at Binghamton and the Dormitory Authority of the State of New York must be listed as endorsed additional insured on the policy.

\_\_\_\_\_  
*Requestor Signature*

\_\_\_\_\_  
*Date Requested*

Approved  Denied

\_\_\_\_\_  
*Binghamton University Dining Services*

\_\_\_\_\_  
*Date*

Complete the above and forward the completed form to the Catering Director, Binghamton University Dining Services at [catering@budining.com](mailto:catering@budining.com). In the event of any questions regarding the form please call 607-777-3840. Please note:

- Reserve a room or space for your event through appropriate departments.
- Binghamton University Dining Services has the right to **not approve** the request if application is incomplete **and/or** not completed in a timely manner. Denied requests will be responded to within two (2) business days of receipt of application.
- A representative of Binghamton University Dining Services will visit the event to ensure that all HACCP (Hazard Analysis and Critical Control Points) procedures are followed by off-site Caterer. There may be a charge to the requestor for this service if outside of normal business hours.
- If the food does not meet industry HACCP standards, Binghamton University Dining Services has the right to ask for the situation to be alleviated or deny the potentially unsafe food to be served.

*Questions regarding this process, should be directed to Deanne Ellison, Director of Auxiliary Services at 607-777-4559.*