

**ELLIOTT UNIVERSITY CENTER INTENT TO CATER APPLICATION AND
TERMS AND CONDITIONS FOR THE USE OF
OFF-CAMPUS CATERERS**

Background

Campus departments and affiliated student organizations host business meetings, events and social functions using UNC Greensboro's Elliott University Center. At times these departments desire food or **catering** services for these occasions. The Elliott University Center is interested in maintaining a high quality of **catering** services at events held on its premises, and desires that these **Caterers** operate in a clean, orderly, healthy and legal manner.

The Cone Ballroom in the Elliott University Center is excluded from this policy. All catering for the Ballroom MUST be provided by University Catering Services. University Catering Services is the authorized caterer for Cone Ballroom. They can be reached at 336.334.5195.

Definitions

Catering services include providing food that has been prepared off-site and non-alcoholic beverages at social, business, and professional functions held in the Elliott University Center, such as parties, teas, coffees, receptions, and dinners. It also includes any delivered consumable goods that could reasonably be considered a meal or reception regardless of whether the caterer is serving or simply delivering the product to a point on campus.

Caterer Obligations

- a. Provide food and beverage to be served;
- b. The management, personnel, and labor to be used by the Caterer to meet its obligations under this agreement, and the salaries and fringe benefits due its employees.
- c. Linens, dishes, utensils, and uniforms for its personnel to satisfactorily perform Caterer's duties under this agreement;
- d. Custodial services and supplies;
- e. Collection, disposal and removal of garbage and trash from UNC Greensboro's premises immediately upon termination of the function;
- f. Licenses and permits which may be required by federal, state, county, or city government for Caterer to perform its services under this agreement;
- g. Payment of sales and other taxes on monies collected by Caterer; and
- h. Cost to repair or replace UNC Greensboro's property including, but not limited to, its plumbing and electrical fixtures damaged by Caterer.

The Elliott University Center is not required to furnish the Caterer any equipment, preparation facilities, nor make any physical alterations of its facilities or equipment.

NOTE: All food must be prepared off-site and brought to the Elliott University Center.

Elliott University Center – Intent to Cater Application

Today's date _____

1. Caterer _____
2. Event _____
3. Date of Event _____ Time _____
4. Location _____
5. Date & Time Caterer will be on Campus _____
6. Sponsoring University Department _____
7. Type of service __ Breakfast __ Lunch __ Dinner __ Reception
8. Expected Attendance _____
9. Contact Person _____
10. Telephone _____
11. Email _____

IMPORTANT NOTE: This application should be completed and submitted with the room reservation request. The Cone Ballroom in the Elliott University Center is excluded from this policy. All catering for the Ballroom MUST be provided by University Catering Services. University Catering Services is the authorized caterer for Cone Ballroom. They can be reached at 336.334.5195.