

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

## **Background**

Campus departments and recognized student groups host business meetings, events and social functions using The University of North Carolina at Greensboro's Elliott University Center. At times, these departments desire **catering** services for these occasions. 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.

**Cone Ballroom in Elliott University Center is excluded from this policy. All catering for Cone 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 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**

The caterer will be obligated to provide:

- a. 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 UNCG'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.
- h. Cost to repair or replace UNC Greensboro's property including, but not limited to, its plumbing and electrical fixtures damaged by caterer.

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 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. Cone Ballroom in Elliott University Center is excluded from this policy. All catering for Cone 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.**