Chaffey College

AUTHORIZED CATERING SERVICE
USAGE TERMS & CONDITIONS

(Attachment to Caterer's Request Form)

Caterers must be approved in advance and comply with City, College, County, and State permit requirements. Please refer to the *Caterer's requirements listed below*. Only food provided by an authorized caterer is permitted on the premises. All documents required must be submitted to the Department Contact at least fourteen (14) days before the event date.

Caterer Requirements

1. **Copy of current Health Permit –** Health permit must be current and effective for the event date. Caterer health permit must match the caterer's business license and certificate of liability insurance.
2. **Copy of current Business License**
3. **Copy of current Certificate of Insurance** (Chaffey Community College District is to be named as Additional Insured and Certificate Holder)
4. Alcoholic beverages are not allowed on the premises.
5. **Serve only those beverages approved by the District and in compliance with the existing Pepsi-Cola contract (see list at** https://www.pepsico.com/our-brands/creating-smiles/our-products**);**
6. USE OF DISTRICT EQUIPMENT IS PROHIBITED. Caterer is responsible for providing all necessary equipment required for catering services. Catering staff is required to stay until the conclusion of the catering services. Trash must be dumped into the dumpster, any trash left behind or dirty work area may result in a cleaning fee determined by the District.
7. OUTDOOR CATERING AREAS: Caterer is responsible for leaving all outdoor catering areas clean. Caterers using the outdoor areas for catering services must provide grease-resistant floor mats, cardboard, or plastic to place underneath the catering equipment. Outdoor cooking can only be done in designated areas. Any stains left behind or dirty work areas may result in a cleaning fee determined by the District.
8. Please see below for a list of appropriate cleaning supplies: Dawn dish detergent and hot water (NO BLEACH PRODUCTS)
9. All events must conclude at the specified event end time, including move-out and cleanup.
10. All decorations and visual aids must be freestanding and may not be nailed, stapled, taped or tacked to the walls, ceiling or other fixtures. Removal of any facility decorations is not allowed. Use of flamed candles and any type of fire devices or pyrotechnics are not permitted. Use of electric candles is permitted.
11. Preferred no use of Styrofoam products provided to customers.

Caterer Printed Name: _____

Caterer Signature: _____

Date: _____