Pacific University Non-University (Outside) Catering Guidelines

Aramark is the preferred provider for food and beverages for the campus community. However, university faculty, staff, students and their guests may use pre-approved outside caterers providing they adhere to the following guidelines.

The University will:
• Contact all approved Caterers and discuss parameters for catering
• Inform faculty, staff, and students of approved outside caterers and the procedures for their use on campus.
• Maintain current signed Agreements
• Maintain current Health and Insurance Records

The University Client:
• Shall only use University approved caterers.
• Shall be responsible for reserving appropriate space, including set-up and clean-up time for event
• Shall notify Scheduling of outside catered events.
• Shall be responsible for providing any and all equipment, such as serving tables or additional trash containers for Caterer.
• Will contact the outside Caterer and make all arrangements.
• Will be responsible for the timely payment of catering billing.
• Shall be responsible for contacting custodial services in case of additional clean-up required.
• Shall report immediately any person or persons who become ill after an outside catered event.
• Will not use outside caterers to serve alcohol on Forest Grove Campus.
• Shall only use outside catering for private events attended by administration, faculty, staff, students and their immediate guests.

The Outside Caterer:
• Will assume all liability for food safety and sanitation for the event.
• Must set up and be responsible for clean-up of the event, including but not limited to, replacement of any furniture that may have been move.
• Must cart away all trash.
• Will not serve alcohol at any event on the Forest Grove campus.
• Will follow all Washington County food service codes, including but not limited to removal of food and prevention of time/temperature infractions.
• Will hold a current Food Handler’s certificated employee responsible for the event.
• Will be responsible for providing all items needed for the event, including serving
  utensils, bowls, linen, garbage bags and water service.
• Will not use Aramark space or equipment.
• Holds the contract for the event with the client, not the University.
• Shall review specific needs for the event with the client prior to the event.
• Will provide a current Certificate of Insurance with an endorsement naming Pacific
  University its Trustees, Officers, Agents and Employees as also insured to the University
  Conference and Event Support Services office.
• Shall be responsible for all applicable health permits and business licenses.

Questions may be directed to:

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