

Catering Contract

The _____ of Oregon State University is hosting an OPEN event on _____. This event has a food service component that will be provided by_____.

The meal will consist of (menu):

Item # 1:	Portion	Item #6:	Portion
Item #2:	Portion	Item #7:	Portion
Item #3:	Portion	Item #8:	Portion
Item #4:	Portion	Item #9:	Portion

The cost per plate is \$_____ A total # of _____ meals has been ordered. For a total of \$ _____

The Food Provider is responsible for:

- Obtaining a Benton County Temporary Restaurant License
- Completing all food preparation before coming to campus. No facility is available for visiting caterers to prepare, cook or reheat food.
- Maintaining all of Benton County health and sanitation guidelines for handling, preparing, cooking, transporting, holding and serving food.
- Having in effect a **General Liability Insurance** policy with a minimum limit of \$1,000,000.00 per occurrence. An insurance company licensed to do business in the State of Oregon must issue the insurance. OSU, its officers, employees and agents shall be named as an additionally insured in this insurance policy.
- Serving the food on site: no self- service is allowed. The sponsoring organization can assist in serving if supervised by the caterer.
- Providing service ware. Paper plates and plastic ware are preferred.
- Maintaining the set-up and service area in a clean and orderly fashion.

This contract can be canceled by the OSU sponsoring organization 48 hours in advance of the event.

The undersigned Food Provider agrees to obtain a Benton County Temporary Restaurant License; to abide by all Benton County health and sanitation guidelines; to provide a copy of the required license application and insurance policy; to take responsibility for any/all problems that may arise from the serving of food products.

Agreed upon by _____ representing _____ (caterer) on _____ (date)

Accepted by _____ representing _____ (OSU Organization) on _____ (date)