

## UT DALLAS REQUEST TO USE AN OUTSIDE CATERER

We would like for you to consider Chartwells as your first choice for your catering needs, however if you desire to use an outside caterer for your event, you must complete this form at least two weeks prior to your event date. You must first receive approval from your Department and then submit form to Chartwells (Director of Catering) for review. If approved, then Chartwells will forward your request to the Director of Food and Retail Services for final authorization.

**NOTE: YOU DO NOT NEED TO COMPLETE THIS FORM IF YOU ARE ORDERING FOOD FOR *DELIVERY ONLY* FOR MEETINGS (*non-events*) OF LESS THAN 25 INDIVIDUALS**

### You must submit the following along with this form:

1. A copy of the caterer's health permit each time a catering request is made
2. A copy of their Commercial General and Product Liability Insurance for every catering request, naming both the University of Texas System and The University of Texas at Dallas as certificate holders
3. A bona fide quote from the outside caterer on their company letterhead that details specifics of the event

### Policies to Note:

- If you are requesting reimbursement, you must attach this signed form to your request
- Outside caterers will not be permitted to use UT Dallas Catering equipment and supplies
- Chartwells will not co-cater events
- Outside caterers cannot serve alcohol, unless an on-site liquor license is obtained and servers are TABC certified
- Off-campus groups using campus facilities may not use an outside caterer

### CONTACT INFORMATION

Today's Date

Staff's Contact Name

Staff's Contact Phone

Staff's Mail Stop

### EVENT INFORMATION

Date of Event

Host/Sponsoring Dept.

Time of Event

Type of Event

Location of Event

Cost Center

Purpose of Event

List name of group if 10 participants or more; Attach list of individuals if less

### CATERING INFORMATION

Name

Address

Phone Number

### OFFICE USE ONLY

Director of Catering Approval - SU23

Date

Director of Food and Retail Services - PS310  
(Auxiliary Services)

Date

Department Approval

Date