



Gourmet Dining Supporting Small Businesses

Waiver Form

- Catering Waiver Form
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As part of an agreement between Seton Hall University and Gourmet Dining Services, Gourmet Dining Services has exclusive rights to all catered events on campus. This agreement was met to ensure the quality and safety of all catering functions. Due to this fact, special permission is required for organizations to use an external caterer. Exceptions will only be approved for special circumstances such as donated food and cultural or religious items.

The purpose of this process is to assure that the caterer that you are requesting provides quality service and that the food is prepared and served in a sanitary manner. Please complete the attached Gourmet Dining Services Catering Waiver form to process your request.

Please be advised starting on January 2, 2024 "Gourmet Dining" will be granting a total of twenty-five waiver forms each semester, totaling fifty wavier forms per year. The total wavier form amount (fifty) will not roll over if unused and can only be submitted when academics are in session.

Please note the following as you complete your form

1. All areas of this form must be completed for your request to be considered **10 days before your catered event.**
2. The most recent Health Inspection Certificate from the town or county in which the caterer operates, Certificate of Insurance, and Catering Services Information Form must be handed in all at the same time to the Gourmet Dining Services Office (located on the lower level of the Student Center).
3. All food must comply with the Food Safety Requirements for Organizations Utilizing University Facilities (Include with this form).
4. Resale of food items is not permitted.
5. No food is to be taken from the event. Any leftover food must be disposed of immediately. It is the responsibility of the student organization or department to ensure that all food and beverages brought into Campus complies with the above policies and the terms of the contract.



Gourmet Dining Service

Vendor Services Information Form

Name of Establishment:

Full Address:

Phone Number:

Email:

Person in Charge:

Does your establishment employ a person certified in a course on food safety and sanitation? Yes/No

If yes, please provide a certificate of completion.

Does your establishment possess a vehicle designated and constructed to transport food? Yes/No

Please Describe:

Liscence Place #:

Does your establishment provide equipment designed to transport and deliver food that maintains safe food temperatures (Hot Food: 140 Degrees F / Cold Food: 40 Degrees F)? Yes/No

Please Describe:

Does your establishment possess and provide equipment designed to maintain foods at safe temperatures at the site of the catered event? Yes/No

Please Describe:

Does your establishment provide a service attendant that will set up the equipment and food and maintain safe food temperatures? Yes/No

Please Describe your on-site service:

If you are not providing services on-site, does your establishment provide food safety and service guidelines, i.e., serving instructions, heating instructions, shelf life? Yes/No

Please provide a copy of your most recent Health Inspection Certificate from the town or county of operation and a Certificate of Insurance evidencing general liability coverage. A Catering Menu must also accompany this form.

For Office Use Only

___ Health Inspection Certificate

___ Certificate of Insurance

___ Catering Menu



Key Provisions of the Outside Caterer

1. It shall be the responsibility of the catering contractor to ensure that all food, and beverage brought onto property complies with all local, county, and state requirements, specifically that of the New Jersey State Sanitary Code, Chapter XII.
2. All premises where food and beverage are prepared must be licensed and inspected by the health authority having jurisdiction where the catering contractor operates.
3. All vehicles used in the transportation of food onto university premises shall be adequate in design, construction, and purpose in order to maintain food at appropriate temperatures, and to prevent the risk of any contamination of food.
4. Adequate equipment/provisions must be in place to ensure temperature control of all potentially hazardous foods for storage and service prior to and during the event. (i.e., cold pans with ice water, chafing stands with heat supply.) (Sternos are the only permitted heat source.)
 - a. Temperature Requirements
 - i. Cold Foods (Deli meats, Salads, Dairy, Perishable Desserts)
40 Degrees F or less
 - ii. Hot Foods (Beef, Poultry, Pork, Eggs, Rice)
140 Degrees F or greater
5. Food service shall be provided to offer quantities that allow for fast turnover and proper rotation. Portions of potentially hazardous foods once served shall not be served again, nor distributed to guests for take home use at the conclusion of the event.
6. Suitable utensils shall be provided for the guests to reduce/minimize manual contact with food.
7. Due to liability purposes, Gourmet Dining Services wants to make it clear that we are not allowed to provide linens, utensils, ice, ovens, coolers, or any type of equipment to an outside vendor.



Please complete this form and submit **10 business day's** before your event.

Department or Student Organization _____

Name of Person in charge of event _____ Email address _____ Phone
Number _____ Cell Phone _____ Date of Event _____ Room(s)
_____ Attendance _____

Event Description _____

Event Start and End Time ____/____/____ Food Service Start and End Time ____/____/____ Name of
Caterer _____

Contact Person for Caterer _____ Phone Number _____

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- To ensure a fair vendor selection process please indicate with a "check mark" that there are no conflicts of interest, i.e. this vendor is not friends or family with any members of your organization.

_____ please check off ____/____/____ Date

Please indicate the reason Gourmet Dining Service could not provide the food requested:

Description of items to be served "please attach a menu" It is the responsibility of the organization to ensure that all members and caterers comply with all policies and procedures.

Signature of the Organization Member: _____ Date: _____

Signature of the Organization's Student Activities Advisor: _____ Date: _____

Approved or Disapproved (circle one) Signature of the Director, Gourmet Dining Service:

_____ Date: _____ For Office Use Only: ____ Catering Service Information
Form (Including Health Inspection Certificate, Certificate of Insurance, and Catering Menu) ____ Contract