



CATERING EXCLUSION PERMIT

Page 1 of 2

For when you want to bring in food from an outside caterer!

Contract Exclusion:

When a University organization or Recognized Student Organization (RSO) utilizes an outside caterer for an event this form must be completed.

Instructions

- **Please read all terms and conditions prior to filling out this form.** This permit must be completed by any group that intends to have an outside *Food Service Operator* other than **University Dining Services** provide the refreshments for an event. When this permit is approved, the external caterer will have signed a certificate releasing University Dining Service at Minnesota State University from all liability regarding the event at which they will be providing catering service and/or food donations.
- The sponsoring organization must obtain the non-university licensed food service operator's signature on the permit and then submit the completed permit and the event menu to Dining Services.
- If the non-university licensed food service operator is not already on the approved list of operators, then the sponsor must also obtain proof that the operator meets University insurance requirements.
- After the above information is completed/obtained by the sponsoring organization, this form should be returned to University Event and Meeting Services to obtain the necessary approval signatures.
- A copy of the original form with all signatures will be distributed to each party that has signed the form by University Event and Meeting Services. University Event and Meeting Services will keep the original permit form on file. University Dining Services will keep all insurance certificates and other documentation regarding the food service operator in their possession.

Sponsoring Organization Information

Date of Application: _____ Sponsor: _____ Phone: _____
Contact Person: _____ E-mail: _____

Event Information

Date of Event: _____ Start Time of Event: _____ End Time of Event: _____
Event Location: _____

Describe any special conditions that may apply (use attachment as necessary to accurately and completely describe):

Food Service Operator's (Catering Company) Information

Operator's Legal Name: _____ Phone: _____
Address: _____
Contact Person: _____ E-mail: _____

OFFICE USE ONLY

Academic Year

Catering Exclusion Permit

Number _____ of 5

Date of Event:

Event Location:



CATERING EXCLUSION PERMIT Page 2 of 2

Terms and Conditions

- This form must be completed a minimum of four weeks prior to the event.
- The Food Service Operator is granted a limited permit for the distribution of food. This permit may be terminated or cancelled by University at any time, at its sole discretion, without recourse by the operator.
- The Food Service Operator must comply with all directives of University authorities.
- The Food Service Operator is solely responsible for the management, preparation, and distribution of its food; including set-up, service, supervision, take-down, clean-up, as well as all financial obligations and liabilities in connection with or necessitated by this permit.
- The Food Service Operator is responsible for providing any and all equipment and personnel necessary to conduct its business.
- The Food Service Operator is responsible for obtaining all required licenses or permits and fully complying with applicable federal, state, local laws and regulations as well as all pertinent University policies.
- The Food Service Operator shall defend, indemnify and hold harmless University, its officers, agents, and employees, from and against any and all claims, damages, costs, expenses, including reasonable attorneys' fees, losses, or liabilities, arising out of or in any way connected with this permit including, without limitation, claims for loss or damages to any property, or for death or injury to any person or persons.
- The Food Service Operator, at its sole cost and expense, must insure its activities; and provide the University with a certificate of insurance.
- The Food Service Operator may not assign or delegate this permit to any third party without specific written permission of the University.
- This permit is governed by and interpreted under the laws of the State of Minnesota.
- The agreement with Sodexo and Minnesota State University allows 5 exclusions to the contract each academic year. ALL exclusions must have Minnesota State University Cabinet approval.
- Future permission to engage in similar events is contingent upon compliance with these terms and conditions.

Food Service Operator Signature (Catering Company)

As an authorized representative of the Food Service Operator, I agree to the Terms and Conditions governing the Dining Services Temporary Food Distribution Permit.

Food Service Operator's Signature

Food Service Operator's Name (Print)

Date

**Required Document--to be submitted to University Dining Services with this permit application:
Food Service Operator's Certificate of Insurance**

Campus Review and Approval

Sponsoring Organization's Advisor

Date

MSU Cabinet Representative
Signature

Date

I certify that a copy of this Food Service Operator's certificate of insurance has been provided and this permit is hereby approved:

University Dining Services Signature

University Dining Services Liaison (Print)

Date

OFFICE USE ONLY

Academic Year _____

Catering Exclusion Permit

Number _____ of 5