

Tel: 613 533-2953

## Off-Campus Caterer

Victoria Hall, E022  
Queen's University  
Kingston, Ontario, Canada K7L 3N8  
Fax 613 533-6665  
dining.queensu.ca

No food is to be served (other than personal consumption which would include potlucks) on campus except through our Campus Caterer, unless application is made to, The Hospitality Services Office.

**In order to employ an off campus caterer, a completed copy of our Food Service Request Form, along with a Certificate of Insurance from the caterer's insurance company is required. The caterer is required to carry general liability insurance in an amount of not less than Two Million (\$2,000,000.00) dollars and add Queen's University at Kingston as an additional insured on the policy. The caterer shall provide proof if requested by Hospitality Services. This insurance must be maintained for the duration of service provided.**

The steps below should be followed prior to your event:

- Book your room or area through the appropriate booking office (such as the Student Life Centre, General Office, Room Reservations, Event Services or the specific Faculty or Department, etc.).
- Provide as much information in detail as possible on the form to avoid delay.
- Include a copy of the Certificate of Insurance (refer to above, second paragraph).
- Once the necessary paper work has been completed, return as a package, to the Hospitality Services Office, Room E022 Victoria Hall, for processing (**at least 2 weeks in advance**).

The Administration of Hospitality Services will send confirmation if your request has been approved or declined, by e-mail or phone. It is important to leave a phone number and email address where you can be reached during the day. If you do not hear from us several days after submitting your forms please call us to follow up.

Return to the Hospitality Services Office  
Victoria Hall, E022, Queen's University  
Tel 613 533-2953 Fax 613 533-6665

<b>EVENT INFORMATION</b>	
Type of Request (please check one)	Is this event
<input type="checkbox"/> Bake Sale	<input type="checkbox"/> Open to the public?
<input type="checkbox"/> Employ a Caterer off Campus (Provide name of caterer)	<input type="checkbox"/> By Invitation only?
_____	Will tickets be sold to the event?
<input type="checkbox"/> Pot-Luck	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Catered by Sponsor	Student Event?
<input type="checkbox"/> Outdoor BBQ	<input type="checkbox"/> Yes <input type="checkbox"/> No
Group/Department name:	Will food be sold?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	Event:
Day    Month    Year	Hours: from                      to
Location: Room Number    Building or Specific Outdoor Location	Numbers attending:
Plans for event (brief description):	

**NOTE**

1. This form must be completed at **least two weeks** in advance of the event.
2. This procedure applies to all events at which any food items are offered.
3. **No on-campus advertising for the event may occur until the Associate Director of Housing & Ancillary Services has given approval.**
4. Applications are subject to restrictions on space availability and the University commercial commitment.

**SPONSOR / CONTACT INFORMATION**

Name & Email (please print)

Address

Postal Code

Telephone (during the day)

*I have read this document and understand that I am responsible for running this event under the regulations set forth by the University and in accordance with the guidelines distributed by the Residence & Food Services office and the KFL&A Public Health Office.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**REFERENCE (for office use only)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> <b>Bake Sale</b>          | <input type="checkbox"/> Health regulations on bake sales | <input type="checkbox"/> Hand Washing       |
| <input type="checkbox"/> <b>Caterer</b>            | <input type="checkbox"/> Copy of caterer's insurance      |   |
| <input type="checkbox"/> <b>Potluck</b>            | <input type="checkbox"/> Copy of guidelines               | <input type="checkbox"/> Hand Washing       |
| <input type="checkbox"/> <b>BBQ</b>                | <input type="checkbox"/> Guidelines for outdoor BBQ       | <input type="checkbox"/> SOP Authorization  |
| <input type="checkbox"/> <b>Catered by Sponsor</b> | <input type="checkbox"/> SOP Authorization                | <input type="checkbox"/> Safe Food Handling |
|  | <input type="checkbox"/> Safe Food Handling Procedures    | <input type="checkbox"/> Hand Washing       |

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Associate Director of Housing & Ancillary Services

**KFL&A Special Events Application Form** <https://kfla.formbuilder.ca/Environmental-Health/Special-Event-Application-Form>

**KFL&A Special Events Checklist for Food Vendors** <https://www.kflaph.ca/en/healthy-living/Food-Safety.asp>