Off-Campus Caterer

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.
**EVENT INFORMATION**

Type of Request (please check one)
- [ ] Bake Sale
- [ ] Employ a Caterer off Campus
  (Provide name of caterer)
- [ ] Pot-Luck
- [ ] Catered by Sponsor
- [ ] Outdoor BBQ

<table>
<thead>
<tr>
<th>Is this event</th>
<th>□ Open to the public?</th>
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<tr>
<td></td>
<td>□ By Invitation only?</td>
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Will tickets be sold to the event?
- [ ] Yes
- [ ] No

Student Event?
- [ ] Yes
- [ ] No

Will food be sold?
- [ ] Yes
- [ ] No

Group/Department name: ____________________________

Event: ____________________________

Date: ____________________________

Hours: from ______ to ______

Location: Room Number Building or Specific Outdoor Location

Numbers attending: ____________________________

Plans for event (brief description):

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**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)

- [ ] Bake Sale □ Health regulations on bake sales □ Hand Washing
- [ ] Caterer □ Copy of caterer’s insurance
- [ ] Potluck □ Copy of guidelines □ Hand Washing
- [ ] BBQ □ Guidelines for outdoor BBQ □ SOP Authorization □ Hand Washing □ Safe Food Handling
- [ ] Catered by Sponsor □ SOP Authorization □ Safe Food Handling Procedures □ 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](https://kfla.formbuilder.ca/Environmental-Health/Special-Event-Application-Form)