



Hospitality Services

Tel: 613 533-2953

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

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 Five Million (\$5,000,000.00) 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.

Queen's University Food Service Request Form

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



<p style="text-align: center;">EVENT INFORMATION</p> <p style="text-align: center;">Type of Request (please check one)</p> <p><input type="checkbox"/> Employ a Caterer off Campus (Provide name of caterer)</p> <p>_____</p>	<p>Is this event</p> <p><input type="checkbox"/> Open to the public? <input type="checkbox"/> By Invitation only?</p> <p>Will tickets be sold to the event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Student Event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will food be sold?(the sale of food is not permitted on campus) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Group/Department name:	Event:
Date: 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"/> Bake Sale | <input type="checkbox"/> Health regulations on bake sales | <input type="checkbox"/> Hand Washing |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Copy of caterer's insurance | |
| <input type="checkbox"/> Potluck | <input type="checkbox"/> Copy of guidelines | <input type="checkbox"/> Hand Washing |
| <input type="checkbox"/> BBQ | <input type="checkbox"/> Guidelines for outdoor BBQ | <input type="checkbox"/> SOP Authorization |
| <input type="checkbox"/> Catered by Sponsor - | <input type="checkbox"/> SOP Authorization | <input type="checkbox"/> Safe Food Handling Procedures |
| | <input type="checkbox"/> Safe Food Handling Procedures | <input type="checkbox"/> Hand Washing |

Authorized Signature _____

Date _____

Associate Director of Housing & Ancillary Services