

**Case Western Reserve
University
Catering Policy
Revised December 2019**



Title: Case Western Reserve University Catering Policy

Effective date: June 15, 2012

Responsible Official: VP for Campus Services

Responsible University Office: Auxiliary Services

Related legislation and University policies: Meal and Entertainment Policy, Procurement Policy

Review Period: Five Years

Date of Last Review: December 1, 2019

Relates to: Faculty, Staff, Students

A. CATERING

The University shall pay catering expenses for business functions if the food and other arrangements are reasonable for the function.

1. Preferred Caterers

Any event that includes catering requires special consideration. To ensure the health and safety of our community, quality service and fair pricing, the University has identified a list of [preferred caterers](#).

Use of these preferred caterers is required for events of \$500 or more when paid with University funds.

Those vendors who appear on the preferred list meet the following criteria:

- A signed catering agreement with the University on file
- Proof of insurance/ licenses and all other documents required by the State of Ohio on file
- A successful record of service
- Acceptance of the University's payment terms and conditions

2. Non-Preferred Caterers

In limited circumstances, exceptions to the use of preferred caterers may be granted (food trucks, cultural or religious events, etc.)

At a minimum, requests must include the following to be considered:



- i. Sufficient lead time before event date to process all necessary paperwork of the non-preferred vendor.
- ii. All documents required by the State of Ohio and Cuyahoga County:
 - Annual Food Service operation license;
 - Certificate of Ohio Workers' Compensation
 - Ohio Dept. of Health's Certification in Food Protection
- iii. Proof of insurance (liability, umbrella, vehicle and alcohol liability if alcohol is served). The University must be listed as the additional insured on all Certificates of Insurance.
- iv. Agreement to University payment terms

Depending on the complexity of the event, additional documentation may be requested. For more information, contact Auxiliary Services auxiliary@case.edu or telephone Mary Luberger at (216)368-1666 or Yary Cora at (216)368-0766.

3. **Event Space with Exclusive Caterers**

Some off-site venues have exclusive agreement/s with caterers and require use of these caterers when hosting an event. There are typically contractual terms and conditions that must be mutually agreed upon. It is therefore imperative that such events are planned well in advance to allow for legal review.

4. **Locations with Additional requirements**

Some campus locations may have additional restrictions or requirements for events in their physical space. A limited list is provided below. Please contact directly for more information or questions

- Outdoor locations on campus: Karen Cohen (216)368-3636 or events@case.edu
- Samson Pavilion at Health Education Campus (HEC): Jean Seneff (216)368-5027 or jean@case.edu
- Linsalata Alumni Center: Katie O'Malley at (216)368-1980 or kxo123@case.edu
- Leutner and Fribley Dining Commons and Bon Appetit retail locations: (216)368-4548 or bacatering@case.edu
- Tinkham Veale University Center, Nord Family Greenway and East Bell Commons: (216) 368-5861 or tvuc@case.edu
- Dively Executive Education Building: (216)368-0020 or dively.conference@weatherhead.case.edu
- The University Farm: Patty Gregory at (216)368-0274 or pkf@case.edu



B. ALCOHOL

1. **Alcohol Permits**

When an event includes alcohol, the requester must contact the Office of General Counsel (OGC) for specific licensing requirements. For more information, see case.edu/generalcounsel/general-counsel-services/obtain-liquor-permits

Or contact Dot Martin (216)368-8785 or email: dmm35@case.edu

2. **Alcohol Use Form**

Prior to hosting an event where students will be present, a CWRU alcohol use form (AUF) must be completed. Review the policy and find the form at students.case.edu/handbook/policy/substances/alcohol.html

C. PAYMENT

1. **Requisitions**

Requesters of catering services totaling \$500 or more that will be paid for with University funds must create a requisition at [e-procurement](#) prior to the event so that a purchase order (PO) can be issued. The PO should reflect the anticipated cost of the entire event.

- i. Events between \$10,000 and \$25,000 require two quotes.
- ii. Events that are greater than \$25,000 require three quotes.

2. **Other Payment Methods**

- i. Use of our resident campus caterer, Bon Appetit Management Co. (BAMCO) does not require a PO. All BAMCO events will be journaled directly to the Speedtype provided.
- ii. Events less than \$500 may use a DCard, T&E card, or individual credit card as a method of payment.