

Catering Policy

Revised October 1, 2025

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: October 2025

Relates to: Faculty, Staff, Students

1. CATERING

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

A. 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

B. Non-Preferred Caterers

In limited circumstances, exceptions to the use of preferred caterers may be granted (food trucks, cultural or religious events, etc.) To request an exemption, please refer to the [Catering webpage](#). Exemption requests

should be submitted with enough time for documentation/contract review and approval. Auxiliary Services recommends submitting the request with at least 30 days' lead time.

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

- Sufficient lead time before event date to process all necessary paperwork of the non-preferred vendor.
- All documents required by the State of Ohio and Cuyahoga County:
 - Annual Food Service operation license;
 - Annual Certificate of Ohio Workers' Compensation
 - Ohio Dept. of Health's Certification in Food Protection
- 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.
- Agreement to University payment terms

C. Food Trucks

- i. Food trucks are allowed for campus events, under limited circumstances. For more information, visit the Campus Services webpage, or reach out to Mary Luberger (216) 368-1666.

D. Event Space with Exclusive Caterers

Some off-site venues have exclusive agreement/s with caterers and require the 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.

E. Locations with Additional Requirements

Some campus locations may have additional restrictions for events in their physical space. Contact information for various campus venues can be found on the [Campus Services](#) webpage.

2. ALCOHOL

A. Alcohol Permits

When an event includes alcohol, the requester must contact the Office of General Counsel (OGC) for specific licensing requirements. More information can be found on the [OGC website](#).

B. Alcohol Use Form

Prior to hosting an event where students will be present, a CWRU alcohol use form (AUR) must be completed. Review the policy and find the form on the [Student Affairs webpage](#).

3. PAYMENT

A. Requisitions

Requesters of catering services totaling \$500 or more, which will be paid with University funds, must create a requisition in e-procurement before the event so that a purchase order (PO) can be issued. The PO should reflect the anticipated cost of the entire event.

- Events between \$10,000 and \$49,999 require two quotes.
- Events that are greater than \$50,000 require three quotes.

B. Other Payment Methods

- 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.

- Events less than \$500 may use a DCard, T&E card, or individual credit card as a method of payment.