California State University SAN MARCOS | CSUSM Corporation

Caterer Request Form

Before requesting a new caterer for an event, you must have a First Right of Refusal from CSUSM Dining.
Once this form is submitted CORP will work directly with Contractor to draft and execute Catering Agreement.
Questions please contact corp@csusm.edu.

EVENT INFORMATION *to be filled out by Event Organizer*			
Today's Date	*Event Organizer Name*	*ECS Event Planner Name (if applicable)*	
Event Date	*Event Name*		*Contact Phone#*
Event Time	*Event Location*		*Contact Email*
Brief Description of Event			

CONTRACTOR INFORMATION *to be filled out by Contractor Representative*			
Legal Business Name			
Business Street Address	*City*	*State*	*ZIP*
Primary Contact Person Name	*Contact Email*	*Contact Phone#*	
Name and Title of Person Authorized to Sign for Contractor			

Will Contractor be operating a Food Truck on campus? ◯ YES ◯ NO
Will Contractor be driving on walkways/plazas/fields? ◯ YES ◯ NO

If YES to either, must provide evidence of Auto Insurance

TYPE OF AGREEMENT REQUESTED *to be filled out by Contractor Representative*

Choose one of the following categories this Contractor would like to apply for:

◯ **Approved Off-Campus Caterer** (1year Agreement)
- Pays 8% commission on all CSUSM sales
- Will be added to Approved Off-Campus Caterer list for any campus group to use (after they receive First Right of Refusal)

◯ **One-time caterer**
- Pays $50 admin fee
- Must re-submit documents & fee for any future events

All vendors must meet these requirements and provide the following documents:
- Sign an agreement incorporating CSUSM Corporation General Provisions for Services
- Provide proof of insurance meeting CSUSM Corporation Insurance Requirements
- Business License valid in the city of San Marcos
- Valid County Public Health Permit
- CSUSM Safety, Health & Sustainability Temporary Food Facility Permit Application
- Food Handler's Card for all individuals handling food must be available upon request

Notes:

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