

CATERER/VENDOR INFORMATION

Last Name		First		Date	
Business/Trade Name		Please indicate your tax status by providing a copy of the 501c certificate and/or Federal Tax ID Number			
Mailing Address				Apartment/Unit #	
City			State		ZIP
Phone			E-mail Address		
Event date:		Event time:		Setup and removal time:	
Who will be responsible for your food service on event day?					

Are you a food truck vendor?	YES <input type="checkbox"/>	NO <input type="checkbox"/> ↓	Food truck spaces are 20'x15'. Spaces are immediately adjacent to one another and thus each operation must fit inside the marked space. Please note here any additional space requirements.	
	→		Will you need electrical service?	
			Will you need access to a water source?	
			Menu and prices must be filed 14 days in advance with the College Events Office. We ask that you supply photographs of your booth and/or your logo to be included in promotions.	Email to: ccary@hsc.edu
			Are you a truck/van or vehicle and trailer?	
			Do you have a vending window on only one side?	

CONTRACT AND WAIVER

It is mandatory that contracted caterer/food vendor sign and adhere to the requirements as described below.

Insurance:
 Certificate of Insurance – Only fully licensed and insured caterers may be used at Hampden-Sydney College. Caterer must provide a current Certificate of Insurance providing proof of Comprehensive General Liability Insurance in a minimum amount of \$1,000,000 combined public liability for personal injury and property damage, including but not limited to the caterer being liable for any food and liquor served. A proof of workers compensation insurance policy is also required. **The insurance policy shall name The President and Trustees of Hampden-Sydney College as an additional insured.** Caterer’s Certificate of Insurance must be filed with the College’s Business Office fourteen (14) days prior to the event.

Alcoholic Beverages:
 The caterer may not provide or serve alcoholic beverages during the event. Only the Hampden-Sydney Development Office and Thompson Hospitality may provide and serve alcoholic beverages on campus.

Venues:
 All venues must be scheduled through and approved by the College Events Office. Settle Hall, Middlecourt, athletic building/facilities, Venable Lawn, Chalgrove Point, and the Bell Tower lawn are not available to outside caterers.

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Preparation Area:

Thermal containers must be used for storing ice. Bags of ice may not be placed on the floor in any area. The preparation must be thoroughly cleaned at the conclusion of the event. The preparation area floor must be swept and mopped. Grease, bar garnishes and any hard matters are not to be put in any sinks or down any drains in the building.

Clean Up:

Caterer is responsible for supplying all materials necessary for cleanup. Clearing of the ovens, tabletops, sinks, refrigerators, floor and other equipment, used is required and the responsibility of the caterer, after each event. Caterer may not dispose of any drinks, ice, water, etc. on the grounds. The preparation area sink and drain are to be used for this purpose. Please make sure sink is not clogged or items are left in the drain. Stirrers, straws, lemons/limes or any other items are to be disposed of in the trash bins provided.

Trash Removal:

Caterer is responsible for placing trash in the interior trash bins provided by the College. The College will dispose of the trash.

Breakdown:

Hampden-Sydney College will be responsible for setting up and taking down tables and chairs if College furnishings are used for the event.

Equipment:

Caterer must take all equipment, supplies, dishes and food with them at the conclusion of the event. If items have been rented from another vendor, it is the caterer’s responsibility to have the vendor pick up items at conclusion of the event, or caterer must take items with them. There will be NO DEEP FRYERS, OUTDOOR GRILLS or any catering equipment that is considered “OPEN FLAME”, permitted in the facility.

Staff:

Caterer must have enough staff on duty to service the event properly. All staff must adhere to the rules and regulations of Hampden-Sydney College at all times. Staff is expected to display courteous and professional behavior at all times. Wandering and exploring the facility and the grounds is strictly prohibited.

Smoking:

The facility is a smoke and tobacco free facility. Smoking is strictly PROHIBITED inside the building. There is a designated smoking area located outside the building. This is the only area where smoking is permitted. Guests must use the cigarette receptacles to dispose of cigarette butts. NO CIGARETTES ARE TO BE THROWN ON THE GROUND.

Decoration:

All decorations must be free standing. Nothing can be attached permanently and/or temporarily to any surface in the facility. Candles must be in holders where the holder/globe exceeds the height of the flame. NO open flames are allowed.

Deliveries:

The caterer is responsible for transporting any and all items to and from the event space. Hampden-Sydney College employees are not allowed to lift, carry, or set-up any supplies for the event. College employees are not allowed to sign for delivery of items for the event.

The caterer agrees to hold harmless Hampden-Sydney College or any employee or agent acting on behalf of Hampden-Sydney College and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of this catering event at Hampden-Sydney College including, but not limited to, its establishment, construction, use, maintenance, configuration or existence.

The caterer is required to comply with all laws, regulations, codes, etc. concerning health laws, fire laws, occupancy provisions, building codes, and alcohol laws.

Fourteen days prior to the event you must submit: a signed copy of this form and a copy of your VDH permit to:

**Hampden-Sydney College
Business Office
Box 127, Hampden-Sydney VA 23943**

Caterers/food vendors who are not currently permitted are required to complete and submit the attached document to the Virginia Department of Health. Please note that the VDOH requires that the Application for Temporary Restaurant Permit be submitted at least 14 days prior to the event. However, in order to meet the H-SC deadline above, you should allow 30 days.

**Signature of
Caterer/Food
Vendor**

Date

**Signature of Vice
President for
Business Affairs &
Finance**

Date