

CATERING PROPOSAL PROCEDURES

FOR SERVICE REQUESTED FROM AN OFF-CAMPUS SOURCE

Aztec Shops, Ltd. retains exclusive rights for the campus of San Diego State University. Sponsoring organizations, companies, or individuals wishing to obtain and serve food and beverage from an outside source (whether it be a purchase or a donation) must adhere to the following proposal procedures:

**Step One**        The sponsoring organization, company, or individual **must** obtain an official written bid from the outside company. The bid must include a list of menu items being ordered, quantity, portion size and pricing. It must be emailed along with the waiver form to [cateringwaivers@sdsu.edu](mailto:cateringwaivers@sdsu.edu) no less than **three weeks (3)** prior to the event date. A decision will be made within 7 business days as to whether a similar bid will be presented or if SDSU Catering will waive exclusive catering rights.

**Step Two**        **If** SDSU Catering waives their exclusive rights, the following information must be complete and submitted to the catering department three(3) weeks prior to the event date:

- **Cert. of Liability Ins.** (minimum of \$2 million – subject to change). Certificate must name Aztec Shops Ltd, the University, and State of California as additional insured.
- **Cert. of Liability Ins. (General, Auto, & Workers' Comp./Employers) and must name** "Aztec Shops, Ltd., Associated Students, the State of California, the Trustees of the California State University, the campus and the officers, employees, volunteers, and agents" **as additional insured.**

**Step Three**        For University Departments and Off-Campus users, the sponsor of the event is responsible for obtaining proper approvals to the facility where the event is being held. Once all approvals have been signed, a copy of the form must be returned to SDSU Catering.

For Student Organizations, this form with all approvals signed, in addition to a completed event approval form must be returned to SDSU Catering.

**IMPORTANT**

- **No** kitchen facilities, equipment or utensils will be available for use. **Violation of this is subject to a fine and will be enforced.**
- **Outside source must arrange own prep area & all necessary equipment.**
- **Purchases from a local Grocery Store, if pre-packaged, do not require a formal bid. However, an itemized list of the items that will be served at the event is needed.**
- **Please note SDSU is contracted with Pepsi and only Pepsi brand is allowed at events.**

***In accordance with A.S. policy – Groups using an off-campus caterer without permission and without advance notification will be fined \$100 PLUS cleaning and late processing fees. Reservation privileges will be suspended for one month, starting on the date of the violation, for new reservations. Current reservations will be honored.***

**Catering Waiver Approval Form**  
**MUST BE TURNED IN 3 WEEKS PRIOR TO EVENT**  
*For catering provided by an off-campus source*

Event Date \_\_\_\_\_ EAS# \_\_\_\_\_ Packet Complete:  Yes  No<sup>1</sup>

Student Org Meeting:  Yes  No If No, Open to the Public:  Yes  No Invite Only Event:  Yes  No

Sponsoring Org/Department \_\_\_\_\_

Contact<sup>2</sup> \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Event \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Expected Attendance \_\_\_\_\_ (Room) Location for Food Service \_\_\_\_\_

Requested Off-Campus Source (i.e. Restaurant, Catering, Grocery Store) \_\_\_\_\_

**All beverages must be Pepsi Products only.**

Below is a list of documents that must be attached and are subject to review and approval from SDSU Catering. These forms are required **ONLY** if the event has been waived to another caterer/restaurant. Please take note that the SDSU Environmental Health and Safety office may require additional documentation prior to event approval.

- [ ] Written official catering company bid from off-campus vendor source. May be emailed from manager/owner. (Bid must include a list of individual items: brands of food or beverages, quantities, portion/serving sizes & costs)
- [ ] Copies of the following from the above off-campus vendor source (unless pre-packaged from a Grocery Store):
  - [ ] Cert. Liability Ins.—**Please list the following as additional insured:**  
*Aztec Shops, Ltd., the State of California, the Trustees of the California State University, the campus and the officers, employees, volunteers, and agents.*
  - [ ] General Liability w/Policy Number & the Effective date(s) Current + Not Expired – required before the event
  - [ ] Automobile Liability Policy Effective /Current - required for events if delivering/driving on campus
  - [ ] Workers Compensation & Employers' Liability Policy Effective /Current - required for staffed events

<sup>1</sup>Incomplete forms must be completed within 2 business days. Incomplete packets may be denied.

<sup>2</sup>Only one representative from the Student Organization will be the main contact for the event and will be responsible for all correspondence/ changes

Sternos may not be used at any function which is not catered by SDSU Catering.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

SDSU Catering  
Aztec Shops, Ltd.

For Office Use Only

Form Received \_\_\_\_\_ Form Sent to EHS \_\_\_\_\_ Corporate Approval \_\_\_\_\_

Waiver Denied \_\_\_\_\_