

CATERING WAIVER PROCEDURES
FOR SERVICE REQUESTED FROM AN OUTSIDE 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 a written bid from the proposed outside source and present to Aztec Shops, Ltd. Aztec Shops Catering will decide whether to present a similar bid after reviewing the outside source bid or waive exclusive catering rights.
- Step Two** If Aztec Shops waives their exclusive rights, the following information must be submitted to the catering department THREE (3) weeks prior to the event:
- Liability insurance (minimum of \$2 million – subject to change). Certificate must name Aztec Shops Ltd, the University, and State of California as additional insured. NOTE: If the event is an A.S. sponsored event or if the event is taking place in an A.S. facility, "Associated Students" must also be listed as additional insured.
 - Current Health Permit.
 - Current Inspection Report.
 - Current Food Service Manager's Certificate.
 - Food preparation, storage, service and clean-up methods to be provided in writing.
- 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 Aztec Shops, Ltd.
- For Student Organizations, this form with all approvals signed, in addition to a completed event approval form must be returned to Aztec Shops, Ltd.

IMPORTANT

- The outside source must arrange for their own preparation area and all necessary equipment.
- The kitchen in Aztec Center, its equipment and utensils are not available for use.
Violation of this is subject to a fine and will be enforced.
- ***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.***

