

**CATERING PROPOSAL PROCEDURES
FOR SERVICE REQUESTED FROM AN OUTSIDE SOURCE**

Aztec Shops, Ltd. retains exclusive catering rights for the campus of San Diego State University. Sponsoring organizations 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:

**This waiver is valid only for the items listed. Aztec Shops, Ltd. will be informed of any additions, changes or substitutions, which may in turn void any previous Catering Proposal Approval.
Violation of the above policies will result in a fee to be paid to Aztec Shops.**

Step One The sponsoring organization **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 Department of Environmental Health and Safety TWO (2) 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 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, it's 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. Reservations privileges will be suspended for one month, starting on the date of the violation, for new reservations. Current reservations will be honored.*

CATERING PROPOSAL APPROVAL

For catering provided by an off-campus source

SPONSORING ORGANIZATION: _____ Form picked up on

DEADLINE DATE FOR SUBMITTAL: _____ (three (3) weeks prior to event)

CONTACT: _____ PHONE: _____

EVENT: _____ EVENT DATE: _____ TIME: _____ to _____

EXPECTED ATTENDANCE: _____ LOCATION OF FOOD SERVICE: _____

TYPE OF FOOD SERVICE: _____

PROPOSED OFF-CAMPUS SOURCE: _____

The following documents are attached and are subject to review and approval from Aztec Shops, Ltd., Environmental Health & Safety, Office of Student Life and Development and the Associated Students:

- Written Catering Bid from the above off-campus source.
- Written Catering Bid from Aztec Shops, Ltd.
- Copies of the following from the above the off-campus source:
 - Liability Insurance
 - Current Health Permit
 - Health Inspection Report (includes Rating)
 - Current Food Service Manager Certificate
 - Food Preparation, Storage, Service and Clean-up methods to be provided in writing
- Event Approval Form

Accepted and approved by:

Aztec Catering Date
Aztec Shops, Ltd.

Staff Representative Date
Environmental Health & Safety

Facility Manager Date
Location of Facility of Event

FOR OFFICE USE ONLY:

DATE PROPOSAL RECEIVED: _____ Sent to AZTEC SHOPS: _____ APPROVAL COMPLETED ON: _____
