

# HMSU Ethnic Food Service Guidelines/Contract

We are pleased to be able to service your event by waiving the exclusive Sodexho Food Service Campus Provider Contract, if you meet the following waiver requirements. In order for permission to be granted, this completed form must be turned into the Catering Office, **three weeks prior to your event.**

Name of Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Contact Person's name/Position \_\_\_\_\_

Contact Person's local phone number \_\_\_\_\_

Contact Person's email address \_\_\_\_\_

## **Requirements for Waiver:**

Groups may not bring food on campus for a catering event unless the source of supply and preparation is a licensed food establishment that is inspected by the appropriate state or county Board of Health and is in good standing with that agency. The food must remain under the supervision of a licensed caterer during the entire period of preparation and service.

1. Please provide the name, address and phone number of the caterer for this event.
  - a. Name of Catering Business: \_\_\_\_\_ Licensed? \_\_\_\_yes \_\_\_\_no
  - b. Owner's/Contact's Name: \_\_\_\_\_
  - c. Business Address: (complete with zip code) \_\_\_\_\_
  - d. Business Phone: \_\_\_\_\_
2. Caterer must be providing **authentic ethnic cuisine** that cannot be replicated by Sodexho. **Coke products** are the only soft drinks allowed on the ISU campus. Please note that Sodexho has worked successfully with international groups to prepare ethnic foods from the group's own recipes and is another option for groups to consider.
3. Please provide the following information from the caterer.
  - a. Caterer arrival time: \_\_\_\_\_ Caterer Serving time: \_\_\_\_\_
  - b. Meal/Food item(s) to be provided \_\_\_\_\_
  - c. Tablecloths for serving line/dining tables \_\_\_\_\_
  - d. Serving dishes/chafers/utensils \_\_\_\_\_
4. **Group is required to pay for a member of the Sodexho staff to supervise the set up and tear down of the event.** Cost varies on an event by event basis. Sodexho does not monitor the preparation and service of the food when Sodexho is not the caterer of record.
5. Group is responsible for clean up following the event. **If clean up requirements are not met, there may be an additional clean up fee assessed.**

I have read the above and agree to abide by the listed terms and conditions. Failure to do so could result in cancellation of the activity or loss of reservation privileges.

Name/Postion \_\_\_\_\_ Date: \_\_\_\_\_

Food Service approval: \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Approval status will be confirmed via email. **Please turn over for labor guidelines.**

## **Guidelines for Labor for Ethnic Food Service Events**

### **Food service will:**

Pre-set buffets if group rents chaffers & table cloths from Sodexo.  
Monitor our beverage stations  
Provide serving utensils  
Make sure clean up of room is complete and satisfactory to Hulman Memorial Student Union's standards.

### **Food service will NOT:**

Heat or hold food before or during event.  
Provide warmers to keep food hot.

### **Reserving Group must:**

Set food out on buffet lines.  
Run food for buffet replenishment.  
Make sure food is properly cooked  
Make sure food is served at proper temperatures.  
Dispose of any left over food.  
Make sure room is clean to standards of the building policy.

### **Food Service Labor Charge Assessment:**

Labor assessment for events may vary depending upon what the group has ordered from Sodexo.  
Labor charges include at least two(2) hours prior to start of event, depending upon set up needs and at least one (1) hour after the conclusion of the event.  
The labor charge is \$9.75 per hr. per staff member assigned to the event. The number of staff members required to supervise the event from start to finish of event will be determined by the size and complexity of the food service.

2/06 revision