

Catering is defined as the provision of food service by a commercial operation, which includes the activities of set-up, serving, and removal of food service. Catering is defined by the services performed, not by the type(s) of food provided.

Related Notes: 1) For **internal events** such as office parties, departmental birthday parties, and other similar functions, food may be prepared by individuals and brought from home. 2) **Outside parties** who hold events on campus must use an Approved Caterer or Approved Food Provider. 3) Catering does not include “to go” orders that are picked up from local businesses.

Name of Catering Firm

Approved Caterer Checklist:

- UWF Caterer Registration Form (online)
- A current State of Florida Public Food Service License (CATERER)
- A current State of Florida Alcoholic Beverage License
- A current Escambia County BTR license
- A current City of Pensacola BTR license (if business is located in City)

Information about BTRs:

1. Businesses located in Escambia County (whether inside or outside the city limits) need an Escambia County BTR obtained from the tax collector.
2. Businesses located within the City of Pensacola limits require a city BTR as well as an Escambia County BTR. If the nature of the business takes owners or employees inside the city limits to conduct business, even though the business establishment is in the county, it may be necessary to obtain a city BTR also.

(Taken from: <http://www.escambiataxcollector.com/local-business-tax-receipt>)

Certificate(s) of insurance evidencing the following insurance coverage:

University of West Florida must be the Certificate Holder.

	<u>Event of 50 or Fewer People</u>	<u>More than 50 People</u>
<input type="checkbox"/> Worker's Compensation	Statutory Minimum	Statutory Minimum
<input type="checkbox"/> General Liability	\$500,000 Minimum	\$1,000,000 Minimum
<input type="checkbox"/> Food Products Liability	\$500,000 Minimum	\$500,000 Minimum
<input type="checkbox"/> Automotive Liability	Statutory Minimum	Statutory Minimum

All items above must be checked off as received before a caterer may be approved and placed on the online list of UWF Approved Caterers.

This checklist must also be signed and dated by a Business and Auxiliary Services designee before caterer may be approved and placed on the online list of UWF Approved Caterers.

Business and Auxiliary Services Designee

Date of Approval

Rev. July 2019