

Catering Services Information Form

Name of Establishment:	
Address:	
Phone:	
Email:	
Contact Person:	
Type of Food:	

Rutgers requires that all food is delivered to the facility. No pick-ups are permitted.

Does your establishment provide equipment designed to transport and deliver food that maintains safe food temperatures (hot foods 135 Degrees F/cold foods 40 degrees F)? Yes/No

Please Describe: _____

What type of vehicle does your company use to transport the food?

____ Personal Vehicle or ____ Company Vehicle (Must provide License Plate #) _____

Does your establishment possess and provide equipment designed to maintain food at safe temperatures at the site of the catered event? Yes/No

Please Describe: _____

If you are not providing services on site, does your establishment provide food safety and service guidelines, i.e., heating instructions, service Instructions, shelf life? Yes/No

The following conditions apply for food service requiring an onsite attendant.

Does your establishment provide a service attendant that will set up the equipment and food and maintain safe food temperatures? Yes/No

Please Describe Your On Site Service: _____

Have you read the "Requirements for Food and Catering Services for Providing Food in Rutgers Facilities?" Yes/No

_____ Signature indicates agreement to all requirements.

Please provide a copy of your most recent Sanitary Inspection Report (must be *Satisfactory*) from the town or county of operation, a Catering Menu link and Business License. You must also provide a Certificate of Insurance evidencing commercial general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate (including product liability) and commercial automobile liability for a company vehicle with minimum limits of \$1,000,000 combined single limit and naming Rutgers, The State University of New Jersey as additional insured.