

Campus Services

Application for On-Campus Catering Service Permission

Date Submitted:							
Caterer Information							
Caterer:			DBA:				
Street:							
Suite:							
City:			State:		Zip:		
Phone:			Fax:				
UTSA Vendor ID (if current):							
Owner/Contact Information							
Owner Name:			Owner Phone:				
Owner Email:							
Alternate Name:			Alternate Phone:				
Alternate Email:							
Other Information							
Insurer Name:			Insurer Contact Number:				
Caterer requests to service the Institute of Texan Cultures and further agree to all special service requirements identified in the Terms and Conditions as it relates to ITC.						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Caterer agrees to provide an 8% discount from standard pricing to UTSA						Yes No	
The following items <u>must</u> be submitted with this application: <input type="checkbox"/> Current Insurance documentation <input type="checkbox"/> Menu <input type="checkbox"/> Health Inspection Reports <input type="checkbox"/> Guidelines for food handling and preparation							

Submission of this application and required documentation does not guarantee acceptance or permission being given to provide Catering Service at The University of Texas at San Antonio. After all documentation has been received and verified as accurate and complete, an "Acceptance" letter will be sent providing valid dates of service. Approval, if granted, is good from the date identified through the next twelve (12) complete calendar months and will expire on the last day of the month indicated. If Caterer desires to continue servicing the University, Caterer must submit a new Application form and updated submittal information within 30 days prior to expiration date identified in the "Acceptance" letter. A reminder email will be sent to the primary email indicated above. Failure to receive this email does not relieve caterer of form submission or ability to continue service.

By signature below, Caterer agrees to all terms and conditions of the UTSA Catering Terms of Agreement located at http://www.utsa.edu/campuservices/docs/UTSA_Catering_Terms_and_Conditions.pdf. Caterer should submit with this application all documents required in the UTSA Catering Terms of Agreement, including food handling permits, insurance certificates, certification of criminal background checks, and applicable Texas Alcohol and Beverage Commission licenses.

Printed Name	Signature	Date

Campus Services Office Use Only					
Date Received:		Renewal Date			
Approved: Yes No	Approved by:			Date:	