

Catering/Food Truck Request Form

Event Date: _____

Event Time: _____

Campus: _____

Sponsoring Department/ Organization	
Contact Name	
Contact Phone Number	
Name of Caterer/Food Truck License Holder (or DBA) and Address	Name: _____ Street: _____ City: _____ State: _____ Zip/Postal Code: _____
Caterer/Food Truck Phone	

Has the University's primary food service provider been given an opportunity to provide the food for this event?	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No. Provide a rationale for obtaining food outside of the University's on-campus provider.</p>
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The following documents must be submitted with this request form before the request can be reviewed:

- Proof of a business license and/or permits to operate a catering service/mobile food dispensing vehicle in the state of Georgia
- A copy of the most recent inspection(s)
- Proof of Insurance with The Corporation of Mercer University listed as the Certificate Holder:

Commercial General Liability - Minimum Limits of Liability:

\$1,000,000 per Occurrence

\$3,000,000 General Aggregate

\$1,000,000 Products – Completed Operations Aggregate

Commercial Automobile Liability - Minimum Limits of Liability:

\$100,000 Combined Single Limit or

\$100,000 Bodily Injury per person, \$100,000 Bodily Injury per Accident,

and \$100,000 for Property Damage

Coverage must be provided for all owned, hired, and non-owned automobiles/vehicles used in connection with your work.

Worker's Compensation and Employer's Liability or Copy of Exemption Certificate

-Minimum Limits of Liability:

Statutory Workers Compensation

\$100,000 Employer's Liability – Each Accident

\$100,000 Employer's Liability – Each Employee

\$500,000 Employer's Liability – Policy Limit

- Detailed description of location for catering/food truck event and evidence of approval by Facilities Department / Campus Reservations

Print and sign:

I have read and understand the **Catering Services and Food Trucks on Campus Policy** and procedures and will ensure that all guidelines are followed. I understand that Catering/Food Trucks on campus must be completely self-contained and require no use of electric, water, or other utilities or facilities belonging to Mercer University.

Signature: _____

Printed Name: _____ **Date:** _____

Catering/Food Truck Requests must be delivered or emailed to AuxiliaryServices at least 2 weeks prior to the event. Requests received without all the documents listed above will not be considered until all documents have been submitted. **Email Address: Auxserv@mercer.edu**