



ECU

CENTRAL RESERVATIONS OFFICE

OUTSIDE CATERING AGREEMENT

East Carolina University Student Centers are happy to allow our internal clients the flexibility of using outside caterer. In order to be approved as an outside caterer in the ECU Main Student Center and Health Sciences Student Center, you must: complete the required registration packet, submit payment of \$75.00, and agree to the following terms and conditions for providing catering services in the student centers.

Please understand that only Internal ECU users are allowed to utilize outside (non-ECU) catering services. External clients are required to still use ECU Catering for events.

This agreement is to cover off-campus based catering services in the ECU Main Student Center (located on Main Campus) – and adjoining event spaces; and the ECU Health Sciences Student Center (located on the Health Sciences Campus) – and adjoining event spaces. All other locations on campus may be subject to different rules and/or regulations.

VENUES:

We do not have time to meet with every vendor individually prior to an event to show the space and answer questions. If you need to see the venue prior to the event date, please arrange to come with the client to one of the scheduled planning meetings. Or make an appointment with the Central Reservations Office to view the venue/facilities (see contact info below). The venue is not open to just stop by.

If you have any questions, please contact The Central Reservations Office at:

PHONE: 252-328-4718

EMAIL: CRO@ecu.edu

OR

CROHEALTHSCIENCES@ecu.edu (for events on Health Sciences Campus)

CATERING REQUIREMENTS

INSURANCE

You must provide a current certificate of general liability insurance. This must be submitted with your registration packet each year.

FOOD SERVICE

Catering staff must stay at the venue while food is being served. All tables must be bussed of food and food related trash prior to leaving the venue. All food related trash must be removed from the venue. There is a dumpster directly behind the venue you may use. Food “drop off” is permitted.

PREP AREA/EQUIPMENT

- We do not have a kitchen that can be used by outside caterers. These are for Aramark/Dining Services only – violations will result in removal of approved caterer status.
- Food must be brought in fully cooked.
- A small prep area may be provided - based on which space is being used for the event (inquire with The Central Reservations Office for more information, CRO@ecu.edu).
- Please make sure you bring extension cords if you have equipment that needs to be plugged in. Extension cords should be 30-40ft in length in case outlets further away need to be used to prevent overloading the circuit.
- Grills and Fryers are strictly prohibited on campus.

SET UP

Set up and access to the venue may begin up to 3 hours prior to the event start time. Please confirm your arrival time with The Central Reservations Office for the event you will be catering.

PARKING

- Vendors/Caterers may park at the back of the building in the loading/unloading area long enough to load and unload.
- Vendors/caterers cannot leave their vehicle in the loading/unloading area. It must be moved when loading/unloading is complete.
- Caterers must work with the ECU Parking and Transportation Office to secure a designated parking spot or parking permit in order to park on campus. Contact info for the Parking and Transportation Office can be found below:

ECU Parking and Transportation Office

PHONE: 252-328-6294

CHINA/GLASSWARE

- All china and glassware must be removed from the venue at the end of the night. Any cleaning of china or glassware must be done outside of the venue. We do not have a kitchen or space for this.

- Please make sure to schedule a time with The Central Reservations Office for rental drop offs and pick- ups.
- Please keep the back doors closed when not loading or unloading. In the summer, it will get very hot if all the AC is going out the back door. Please do not leave the back doors propped open when you leave.

ITEMS PROVIDED BY THE VENUE

- Up to four 8ft or 6ft rectangular tables (depends on location of event) for buffet set up or stations will be provided. Please let us know prior to the event date how many tables you will need.
- 3 large trash cans with liners.

WHAT IS REQUIRED OF THE CATERERS?

- Please provide The Central Reservations Office with the name and phone number of the person who will be the point of contact on site during the event.
- Caterer must supply full-length table linens for buffet/serving tables.
- Please sweep and mop, and/or vacuum the catering prep areas including the serving/ buffet areas before leaving.
- Tables used for serving, and tables used in prep area must be wiped clean.
- Please wipe down the walls if any food is spilled on them. Please also take care not to scuff or put holes in walls when loading in and out.
- The use of tape on the walls, door, window and floors is strictly prohibited as it causes damage when removed.
- We do not allow any food to be left overnight. Anything left behind will be thrown away during clean up.
- Please check in with the venue manager prior to leaving for the night.

Failure to comply with any of the above policies may cause your client to be charged a Cleaning/damage fee.

Failure to comply with any of the above policies may result in the removal of your approved status as an outside caterer.

Please sign below acknowledging you have read and understand the requirements listed above.

Vendor/Business Name: _____

Your Name: _____

Contact Info _____

Email: _____

Phone: _____

Vendor Signature: _____ **Date:** _____

