



ECU®

CENTRAL
RESERVATIONS OFFICE

Outside Caterer Agreement and Permitting Checklist:

What is needed to be an approved Caterer for the ECU Student Centers?

- Current Certificate of Insurance (COI)
- Most Recent Health Inspection Report
- W-9 Form: Completed
- Payment of Annual Registration/Processing Fee

How to maintain approved status?

- Submit all necessary information (as stated above) with Registration Packet
- Payment of Registration/Processing Fee

Actions that will result in revocation of permit:

- Failure to submit all required documents and payment each year
- Failure to provide services as agreed upon with campus groups