

Siena College
Policy for
Student, Faculty and Staff Use of Off-Campus Caterers
For Full-Service Catering*

Siena College contracts with AVI – Siena Fresh to provide all dining services on campus, including catering. Using one vendor for all dining services provides quality, convenience and value to students, faculty, staff and visitors to our campus

A most important component of providing dining and catering services through AVI is Siena’s responsibility and ability to monitor food safety and product quality for all dining experiences and events at which food is served on campus. Siena has in place processes that assure our community the food served by AVI is fresh, as well as stored, prepared, cooked, held and served in accordance with the highest industry-standard food safety regulations.

Siena recognizes specialty items are an integral part of events sponsored by Siena student organizations, and college departments and offices. We understand there are occasions when you might wish to use a caterer other than AVI (“Off-Campus Caterer”). **To ensure the health and safety of our community, Siena maintains the same level of food safety oversight for Off-Campus Caterers as is required of AVI.**

Please note, AVI holds the liquor license for service of alcohol on campus. Any event at which alcohol is served must be catered by AVI.

To enable Siena to provide adequate oversight and proper safeguards for food served on campus by Off-Campus Caterers, please read the following instructions and use the following process. Please be especially careful to adhere to the required timeline and to attach all required documentation. Please note that outside catering cannot be served in campus dining facilities.

* Full—Service Catering is that which involves hiring a restaurant, catering company or other type of dining service provider to prepare, deliver, set-up, and serve meals on campus.



INSTRUCTIONS AND WAIVER FORM FOLLOW

**Instructions for Permission
To use an Off-Campus Caterer
for Full-Service Catering**

AT LEAST 14 DAYS PRIOR TO YOUR EVENT

- 1) Contact Ashley O'Reilly, Siena Fresh Director of Catering, either by phone at 518-783-2934, or by email at aoreilly@siena.edu. Describe your plans for the event, including the date, place, menu, projected number of attendees and budget. You may also enter your menu and request a written price quote at www.sienafresh.catertrax.com.
- 2) AVI will provide a written price quote for the number of attendees, menu, and level of service of your choice. Level of Service includes such considerations as:
 - **Service type**, for example, waited service, waited buffet, exhibition stations, self-served buffet, etc.
 - **Service set up**, including tables, serving dishes to maintain hot and cold temperatures, and beverage dispensers (carafes, pitchers, etc.)
 - **Smallwares** such as tablecloths, napkins, plates, glassware, individual and serving utensils, cutlery and paper products.
 - **Clean-up** after the event
- 3) If AVI waives the right to cater your event, and if after receiving AVI's price quote, you choose to use an Off-Campus Caterer, AVI will provide you with an Off-Campus Caterer Waiver ("Waiver"), with Part 2 of the Waiver completed signed by a representative of AVI.
- 4) You complete and sign Part 1 of the Waiver.
- 5) Ask the Off-Campus Caterer of your choice to complete Part 3 of the Waiver. The Off-Campus Caterer must attach the following documentation:
 - A. A written price quote, indicating menu, level of service and number of attendees
 - B. A copy of their current Albany County Food Service Permit
 - C. A certificate of insurance which documents the Off-Campus Caterer has:
 - Liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate
 - Personal injury liability in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate
 - Property damage liability in the amount of \$1,000,000 per claim
 - Automobile liability coverage in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate
 - Workers Compensation (Coverage A) as required by applicable law, and Employers Liability in the amount of \$1,000,000 per occurrence
 - Policy must name Siena College, its Board of Trustees, officers, employees and agents as additional insureds on a primary, non-contributory basis.

AT LEAST 10 DAYS PRIOR TO YOUR EVENT

6) Submit to Laura Zocco, Senior Director of Business Services and Procurement, the completed and signed Waiver. If you represent a student group, submit the Waiver to Ms. Zocco by using Siena Connect. Staff and faculty should submit the Waiver to Ms. Zocco by email at lzocco@siena.edu. Be sure you've completed and signed **Part 1**, and include:

- A) **Part 2** signed by a representative of AVI, along with AVI's written price quote if AVI has provided one
- B) **Part 3** completed by the Off-Campus Caterer, along with their:
 - 1. Written price quote
 - 2. Current Albany County Food Service Permit
 - 3. Certificate of insurance

Ms. Zocco will review your request and respond to you promptly. When Ms. Zocco approves the use of your Off-Campus Caterer, she will issue a full signed Off-Campus Caterer Waiver to you.

It is your responsibility to provide all required documentation on behalf of the Off-Campus Caterer in accordance with the timeline above. The use of an Off-Campus Caterer will be approved only if you comply with the timeline and documentation requirements.

ADDITIONAL REQUIREMENTS AND CONSIDERATIONS:

- Siena contracts with Pepsi exclusively to provide beverages on campus. Be sure to inform your Off-Campus Caterer the only beverages they are able to serve on campus are Pepsi products. Exceptions to this policy include milk, hot coffee, hot tea, and poured water. A complete list of Pepsi products may be found at www.pepsicobeveragefacts.com.
- Please be aware other students, colleagues and/or guests attending your event may have food allergies. It is very important to take this into consideration when planning your menu. **It is the Off-Campus Caterer's responsibility to post signs informing attendees of foods that contain major food allergens.**
- Off-Campus Caterers providing services to Siena must provide all appropriate equipment to maintain food at proper temperatures in accordance with food safety and safe food handling regulations. In addition, Off-Campus Caterers are responsible for all food set-up, staffing, equipment and smallwares, clean-up, and trash removal from the room and building in which your event is held. Off-Campus Caterers must provide on-site management at all times during the event.
- For your safety and well-being and that of your guests, the Off-Campus Caterer may not allow perishable food and drink to be taken from your event.

This policy is related to permission to obtain the services of Off-Campus Caterers only. Please check with the various Siena departments regarding all college policies and procedures when hosting an event, conference or meeting at Siena, for items such as room reservations, table and chair set-up, and audio-visual needs.

CONTACT INFORMATION:

For all food-related questions and catering bookings, contact Siena Fresh Director of Catering, Ashley O'Reilly at aoreilly@siena.edu, or by telephone at either 783-2934 or 783-2425.

For all questions about this policy, please contact Laura Zocco, Senior Director of Business Services and Procurement, at lzocco@siena.edu, or by telephone at 518-783-2478.

Off-Campus Caterer Waiver

PART 1: To Be Completed by Event/Group Organizer

Group Name _____

Group/Office Contact Names(s)	Email Address(es)	Phone Number(s)

Date/Time of Event _____ Food & Beverage Budget for Event _____

Number of Attendees _____ Name of Staff Liaison (for student groups) _____

Name of Proposed Off-Campus Caterer _____

Address of Proposed Off-Campus Caterer _____

I agree to abide by the Siena College Off-Campus Caterer policy, and understand it is my responsibility to ensure the Off-Campus Caterer adheres to the same policy. I have attached all required documentation to this application and I am submitting this application in a timely manner.

Signature of Event Contact _____

Date _____

PART 2: To Be Completed by AVI/Siena Fresh Catering:

_____ I have reviewed, provided and attached a written price quote for the above-referenced event.

_____ AVI/Siena Fresh is unable to provide catering as requested for this event.

AVI-Siena Fresh Signature _____ **Date** _____

PART 3: To be Completed by Off-Campus Caterer:

Off-Campus Caterer Name and Address: _____

Tax or Employer ID Number: _____

All four statements below must be complied with and checked to receive approval of this Waiver.

_____ I have attached a written price quote including menu, level of service and number of attendees

_____ I will provide only Pepsi products to be served at this event.

_____ I have attached a current Albany County Department of Health Food Service Permit

_____ I have attached a certificate of insurance, in compliance with the following:

For this event, the Off-Campus Caterer covenants and agrees to procure and maintain liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, personal injury liability in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, property damage liability in the amount of \$1,000,000 per claim., automobile liability in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, Workers Compensation (Coverage A) in the amount as required by applicable law, and Employers' Liability (Coverage B) in the amount of \$1,000,000 per occurrence. Such certificate shall name Siena College, its Board of Trustees, officers, employees and agents as additional insureds on a primary, non-contributory basis.

**Off-Campus Caterer
Authorized Signature**

_____ **Date:** _____

