

## ANNUAL CATERER/VENDOR APPLICATION

The University of Massachusetts, Amherst has a strong commitment to food safety and requires that all caterers and temporary food establishments adhere to the same standards of excellence.

If your application is approved, you will be added to the [Approved Caterer/Vendor listing](#) for expedited event processing. You will be required to re-submit your application once your liability insurance expires. This application is required for all public events and group meetings exceeding 25 participants. **Approved Caterer/Vendor Listing:** <https://ehs.umass.edu/outside-caterer-food-waivers>

Please select:

Caterer       Food Service pick up only       Mobile Food Unit       Other: \_\_\_\_\_

Food Establishment Name (permit issued to): \_\_\_\_\_

Address: \_\_\_\_\_

Is travel time to the UMass Amherst campus 30 minutes or less?    Yes    No

Contact Name: \_\_\_\_\_ Contact's Cell: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Name of Certified Food Safety Manager "Person In Charge" (PIC): \_\_\_\_\_

Please select one:

You will deliver food       Food will be picked up at your establishment       Both conditions may occur

I have licensed mobile food unit.    Yes    No

- I agree and understand that I will not serve the food during an event. According to the [campus catering policy](#) outside vendors/caterer/vendors are **not** allowed to serve food. You **may** assure proper delivery and be available at the event for food safety concerns.
- I agree to provide accurate food thermometers, alcohol wipes, sanitizer solution and test strips, cambro units and chaffing units for proper temperature control, utensils and gloves.
- I agree, as Caterer/vendor, that all foods shall be thoroughly cooked; chilled ingredients shall be used for all cold dishes; hot food shall be kept at 140°F; cold foods cold at 41°F or below; food shall be protected from dust, flies, and people by covering it. All allergens must be labelled (foods containing milk, dairy, eggs, egg products, fish, shellfish, wheat, soy, peanuts, and tree nuts). All leftovers must be discarded within two hours.
- I agree that Foods not meeting the required food safety temperatures shall not be used. Any corrective action or intervention by Auxiliary Enterprises shall result in a fee for service made payable to the University of Massachusetts.
- I agree that more than one violation may result removal of your name from the Approved Vendor Listing. Environmental Health & Safety personnel determine violations.

- I understand that all food handlers will sign a Food Handler/Volunteer Form and bring this form to the event. The form can be found here: <http://www.umass.edu/ehs/food-handler-volunteer-agreement-form>.
- I agree to follow all relevant Massachusetts Food Establishment Regulations, the Federal Food Code, and the policies of the Office of Environmental Health and Safety at the University of Massachusetts.

I understand that I will need to fill out a Temporary Catering Event Notification Form for each event on campus. (Must be received at least 2 weeks before the event.) This form can be found here: <https://ehs.umass.edu/outside-caterer-food-waivers>

Please attach and submit the following with this application:

1. A copy of your Menu. (The type of foods for the event must be similar to those served at the home base/licensed facility.)
2. Your current local Board of Health permit
3. Your current ServSafe Certificate, or equivalent
4. Your current Food Allergen Certificate
5. A copy of your liability insurance covering the time of operation at UMass. (A Certificate of Liability Insurance (CLI) of at least \$1,000,000 minimum is required).
  - The certificate holder shall be University of Massachusetts, Environmental Health & Safety, 117 Draper Hall, 40 Campus Center Way, Amherst, MA 01003.
  - The expiration date of the certificate may not exceed 12 months from the application date.
  - The Temporary/Catering Food Establishment’s insurance company may fax the Certificate to: Assistant Director for Environmental Health at 413-545-2600.
6. Only if applicable: If you are using a food establishment not owned or operated by you as a Commissary, attach a memorandum from the food establishment, signed by the owner, stating that you will use the facilities to prepare any food for use within the appropriate date range.

It is your responsibility to supply the University with updated copies of this documentation once it expires. You will be removed from the [Approved Caterer/Vendor listing](#) until the appropriate documentation is received. You will need to re-submit this application prior to the Fall semester (during May through August).

Signing this application indicates that you and your business shall comply with the Massachusetts Regulations for Food Establishments, the Federal Food Code, and all EH&S and University policies. Your signature hereby releases the University of Massachusetts and its employees from any liability or illness or damage which may occur as a result of bringing your food to campus.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Please submit your application and required documentation via email, fax, or by mail to:

**Email to:** [foodwaiver@ehs.umass.edu](mailto:foodwaiver@ehs.umass.edu)

**Fax to:** (413) 545-2600

**Mail to:** EH&S - Environmental Health Services, 117 Draper Hall, 40 Campus Center Way, Amherst, MA 01003-9244

<p><b>For Office Use Only:</b></p> <p>Approval Initials: _____ Date: _____ Caterer ID: <u>UMA</u> _____ Notes: _____</p> <p>___ BoH permit ___ ServSafe Cert. ___ Food Allergen Cert. ___ Liability Insurance ___ CLI Insurance ___ Distance &lt;30 minutes</p>
---