

Catering Services Agreement

This Catering Services Agreement, dated as of _____ (the “**Agreement**”) is hereby entered into between the University of Florida Board of Trustees (the “**University**”) and _____ (the “**Caterer**”) authorized to conduct business in the State of Florida. This Agreement commences on _____ and will continue until June 30, 2017 for the initial term.

SECTION A – GENERAL OVERVIEW

A.1 Statement of Objective

University desires to provide its departments’ greater flexibility, availability, and variety when selecting caterers for events offered on campus and/or paid for with University funds inclusive of University Concession Fund, University of Florida Foundation, University Athletic Association, UF Health Shands Hospital, and/or state appropriation funds while ensuring contracts, policy, regulations, and best practices are met.

A.2 Definitions

- i. “**Approved Caterer**” means a caterer with a current “Catering Services Agreement” with University and appropriate required valid documentation on file with the Business Services Division, as further set forth in section B.1 below. “Approved Caterers” are caterers that may come on University Campus to provide Catering Services.
- ii. “**Catering Services**” refers to the business of providing food service (including alcoholic beverages, when applicable) for events on University Campus, whether the product is dropped off, delivered, and/or served. “Catering Services” does not include “to go” orders that are picked up from local businesses or catering functions held at venues not on University Campus (e.g., hotels, banquet halls, etc.)

- iii. **"University Campus"** includes, but is not limited to, main campus buildings, University Athletic Association, Cultural Plazas including the Harn Museum and Museum of Natural History, East Campus, Human Resource Services Building, University House, Health Science Center, Flavett Field, Lake Wauburg, UF Health Shands Hospital, and all University facilities in the surrounding area.

A.3 Purpose

The purpose of the Agreement between University and Caterer is

- i. **Best Practices.** To ensure best practices for Catering Services are followed to protect the health and safety of students, faculty, staff, and guests of the University.
- ii. **Sustainability.** To ensure Caterer follows University's expectations regarding waste, recycling, composting, and Styrofoam-free policies.
- iii. **Compliance.** To ensure compliance with University's rules and regulations regarding alcohol, retail, and food service operations.
- iv. **Exclusive Rights.** To ensure compliance with University's existing agreements including but not limited to exclusive pouring rights (Pepsi) and food service exclusivity.

SECTION B – SCOPE OF PROGRAM AND CATERER OBLIGATIONS

B.1 Approved Caterers. A caterer meeting the following specifications and guidelines, and approved by the Vice President of Business Affairs, will be considered an "Approved Caterer" and listed on University's web site at www.bsd.ufl.edu/catering. Approved Caterers must abide by the terms and conditions included in this Agreement in order to remain on the list of Approved Caterers. The following conditions shall be fulfilled to the satisfaction of the University in its sole discretion in order for a caterer to be an Approved Caterer. The Approved Caterer shall:

- a) Provide University's Business Services with a copy of its current business license.

- b) At its own expense, maintain and carry insurance in full force and effect with financially sound and reputable insurers, that includes, but is not limited to commercial general liability, with limits no less than \$1,000,000.00 per occurrence and \$1,000,000.00 in the aggregate, including bodily injury and property damage and completed operations and advertising liability, which policy will include contractual liability coverage insuring the activities of Caterer under this Agreement. Caterer shall provide University insurance certificates evidencing the insurance coverage specified in this Agreement. Each certificate of insurance must list the University of Florida Board of Trustees as an additional insured. Caterer shall provide University with 30 days' advance written notice in the event of a cancellation or material change in Caterer's insurance policy. Except where prohibited by law, Caterer shall require its insurer to waive all rights of subrogation against University insurers and University.
- c) If Caterer will have any employees providing services to University, Caterer shall also provide workers' compensation insurance covering its employees in compliance with state law and shall provide a certificate of insurance to University evidencing such coverage within 30 days of the execution of this Agreement.
- d) Provide a copy of a valid State of Florida Liquor License for off-premises catering if Caterer is providing alcoholic beverages. Caterers providing alcoholic beverages are required to comply with all applicable laws and regulations including University regulations as they pertain to the service of alcoholic beverages.

- e) Ensure all Caterer's employees wear name tags showing both employee and Caterer's names.
- f) **Pricing shall be competitive with other caterers providing similar services. All pricing must not exceed published catering services pricing available to the general public.**
- g) Disclose all service fees (including but not limited to set-up, clean-up, beverage service, delivery) in estimates provided to University clients.
 - 1. Any amount charged (such as an administrative, service, delivery, labor, or other charge or fee), unless expressly designated as a tip or gratuity, is not for the benefit of any employee(s) and is not a tip or gratuity.
 - 2. Charges or fees other than those designated as tips or gratuities are not distributed to employees except where expressly stated otherwise in writing.
- h) Follow the University's policies regarding waste, recycling, composting, and Styrofoam-free events (provided on the Catering website www.bsd.ufl.edu/catering).
- i) Pay to the University a service fee in the amount of 3% of the total catering bill, related to the Statement of Work for each catering event/order, to cover administrative costs associated with this Agreement, in accordance with University procedures. University has the right to withhold the service fee (including any applicable taxes if required by law) from payment to the Caterer.
- j) Acknowledges and agrees to comply with University's exclusivity agreements.

1. Exclusivity. University and Shands Hospital food service providers retain exclusive catering rights as protected within their respective food service and exclusive beverage contracts. (See Exhibit A)
 - a. Section C.2 of the Contract for Services between the University and Aramark Educational Services, LLC specifies: “CONTRACTOR will have exclusive catering rights only in University facilities where there is a food service operation that CONTRACTOR manages.”
 - b. Section II.A.(6) of the University Sponsorship Agreement with Pepsi Beverages Company specifies: “Pepsi shall have the exclusive right to provide Pepsi beverage products to campus catering events.” Pepsi beverage products include Aquafina bottled water and Gatorade. Pepsi exclusive rights require all drink products served comply with Pepsi Agreement terms including direct purchase from Pepsi.

B.2 Venue Restrictions. Special venue restrictions for caterers may be issued for specific requirements, such as where food or drinks may not be allowed, additional insurance requirements, clean-up expectations, employee background screening, etc. A list of venue restrictions are contained within Exhibit B, attached hereto, and online at bsd.ufl.edu/catering.

B.3 Subcontracts. If Caterer intends to subcontract any portion of this Agreement, subcontractor has to be approved by the Vice President of Business Affairs in writing and meet the same specifications and guidelines as the Approved Caterer and the Approved Caterer is responsible for the conduct and/or negligence of any subcontractor.

- B.4 Indemnification.** Caterer shall indemnify, defend, and hold harmless the University of Florida Board of Trustees, the University of Florida, the State of Florida and the Florida Board of Governors, its respective officers, agents, and employees from any and all claims, demands, suits, actions, proceedings, loss, cost, interest, award penalties, fines, damages or expenses of any kind and description, including attorneys' fees and/or litigation expenses, any claim of a third party, arising out of or occurring in connection with this Caterer's negligence, willful misconduct, or breach of this Agreement.
- B.5 Assumption of Risk and Responsibility.** Caterer hereby assumes any and all risk of personal injury and property damage attributable to its willful or negligent acts or omissions and the willful or negligent acts or omissions of its officers, employees, and agents. Caterer also assumes such risk with respect to the willful or negligent acts or omissions of Caterer's subcontractors or persons otherwise acting or engaged to act at the instance of Caterer in furtherance of Caterer fulfilling Caterer's obligations under this Agreement. Caterer acknowledges and agrees that Caterer is cognizant of all of the inherent dangers and risks involved in providing Catering Services, including but not limited to bodily injury.
- B.6 Independent Contractor.** Caterer is an independent private contractor, and neither Caterer nor Caterer's employees, agents, or other representatives shall be considered University employees or agents. It is understood and agreed by the parties that nothing contained in this Agreement shall be construed to create a joint venture, partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relationship is and shall remain that of independent parties to a contractual relationship as set forth in this Agreement. The Caterer agrees to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, in any way pertaining to the engagement of Catering Services.

- B.7 Confidentiality of Information.** If Caterer is exposed to any non-public, confidential or proprietary information of University's ("Confidential Information"), Caterer will keep such information confidential. This provision shall survive termination of this Agreement.
- B.8 Payment Card Industry Data Security Standard.** For e-commerce business and/or credit card transactions, Caterer agrees to be bound by the requirements and terms of the Rules of all applicable Card Associations, as amended from time to time, and be solely responsible for security and maintaining confidentiality of Card transactions processed by means of electronic commerce up to the point of receipt of such transactions by Bank. Caterer is required to be in compliance with the requisites of the SAS 70 and/or Payment Card Industry Data Security Standard.
- B.9 Payment and Invoice Information.** All invoices will need to contain either a University purchase order number or the 8-digit department ID number of the applicable University department doing business. (See Exhibit C) All invoices for payment should be submitted to the University of Florida via:

Email: email a .pdf or .tif file to ufl@invoices.corcentric.com. The file must be attached to the email and not embedded within the email. There can be multiple files per email but each file should only contain one invoice.

or

Mail to: UF – Accounts Payable

PO Box 115350

971 Elmore Drive

Gainesville, FL 32611-5350

- B.10 Force Majeure.** “Event of Force Majeure” means any strike (except those involving the employees or agents of the party seeking protection of this clause), lockout, labor dispute, embargo, flood, earthquake, storm, dust storm, lightning, fire, epidemic, act of God, war, national emergency, civil disturbance or disobedience, riot, sabotage, terrorism, restraint by governmental order or any other occurrence beyond the reasonable control of the party in question that may affect performance of services under this Agreement. Caterer shall give prompt notice to University of any actual or potential labor dispute, or other event as described above which may affect performance of this Agreement.
- B.11 Advertising.** Caterer shall not use University name, trademarks, logos, or marks without University prior written approval, including any type of advertising of its Approved Caterer status. Caterer must adhere to University of Florida Rule 6C1-4.006 and 6C1.2.003, and revisions thereof (<http://regulations.ufl.edu/regulations/>). Phone calls, mailings, advertising flyers from off-campus caterer soliciting business are violations of University rules and off-campus caterers who violate the solicitation policy may have their catering privileges revoked.
- B.12 Record-Keeping.** Caterer agrees to retain all records relating to this Agreement during the term and for a period of three (3) years thereafter and to make those records available at all reasonable times for inspection and audit by University and/or the State of Florida Auditor General. In connection with an inspection or audit, the records shall be provided at the University’s Gainesville campus or other location designated by University upon reasonable notice to Caterer.
- B.13 Unauthorized Aliens.** Employment of unauthorized aliens is considered a violation of Section 274€ of the Immigration and Nationality Act. If a Caterer knowingly employs unauthorized aliens, such violation will be cause for University’s unilateral cancelation of any existing catering agreements and immediate removal from the list of Approved Caterers.

B.14 State Vendor Lists. Caterer represents that neither it nor its affiliates is currently on, and for the past 36 months has been on, the State of Florida's discriminatory vendor list (F.S. 287.134) or convicted vendor list (F.S. 287.133).

B.15 Conflict of Interest. Caterers must disclose the name(s) of any officer, director, or agent who is also an employee of the University of Florida. Further, Caterer must disclose the name of any University of Florida employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Caterer's business.

SECTION C – CATERING EVENT REQUIREMENTS

C.1 Catering Schedule. Caterer may accept "Regular" orders up to seventy-two (72) hours prior to the time of the event. Any orders placed less than seventy-two (72) hours prior to the event will be considered "Rush" and subject to the approval of the Caterer. A "Rush" fee may be assessed by the Caterer for special events. However, the fee shall be communicated to the appropriate University department personnel in writing prior to the event.

C.2 Catering Proposal/Statement of Work. Caterer shall provide University client with a written catering proposal/statement of work for each catering order, substantially in the form of Exhibit D hereto (each, a "Statement of Work"), indicating terms for menu selection and pricing; cancellation or changes; guest count overages and reduction; venue; date of event, beginning time of event, ending time of event; and leftover policy. A reasonable cancellation/change fee may be assessed for orders cancelled/changed less than seventy-two hours prior to the time of the event. Each Statement of Work shall be deemed accepted and incorporated into this Agreement only if signed by the authorized representative of the University department or college requesting the catering service and the Caterer. The Approved Caterer shall provide the Catering Services (a) in accordance with the terms and subject to the conditions set forth in the respective Statement of Work and this Agreement; (b) using personnel of required skill,

experience, and qualifications; (c) in a timely, workmanlike, and professional manner; (d) in accordance with generally recognized industry standards for catering services; and (e) to the satisfaction of University.

- C.3 Health and Safety.** Caterer agrees to follow all Florida State Department of Health and Alachua County Health Department food preparation regulations and/or any other applicable laws and regulations, including but not limited to the following: All food must be prepared in a Health Department approved facility. Caterer must have the correct equipment to hold and transport food at safe temperatures, complying with applicable state and county health regulations. Caterer may not utilize University Campus kitchen or food preparation facilities.
- C.4 Venue Security.** The Caterer agrees that no personnel will be allowed in any venue unless a representative of the University is present. The Caterer agrees that the arrival and departure from venues will occur at the times stipulated by the Statement of Work unless authorized by the venue manager.
- C.5 Smoking and Alcohol Policies.** The Caterer agrees to abide by University regulations prohibiting employees smoking on all University property and not allowing employee consumption of alcohol on the premises.
- C.6 Recording of Events.** The Caterer will ensure that no audio or visual recording of the event shall be made without the prior mutual written consent of the parties to the Agreement provided that University reserves the right to record the event for archival purposes only and not for sale or commercial use.
- C.7 Parking.** Caterer must follow all University guidelines regarding parking including loading zones, time limits, and purchasing appropriate vendor parking permits for delivery vehicles and staff vehicles (www.parking.ufl.edu).

C.8 Incident Reporting. Caterer must report any claim of food borne illness immediately to the University of Florida Environmental Health and Safety at 352-392-1591. Caterer will notify the University Police Department (352.392.1111) of property damage, vehicle accident, theft, or safety hazard immediately upon discovery and advise the University Business Services Division in writing (catering@bsd.ufl.edu) within 24 hours of the incident.

SECTION D – UNIVERSITY OBLIGATIONS

D.1. Guarantee. A final guaranteed number of guests is due to Caterer 72 hours prior to University's event. This is the number upon which the final billing will be based.

D.2 Payment. Caterer shall submit invoices for compensation for services or expenses in detail sufficient for a proper pre- and post-audit. Caterer is responsible for any taxes due under this Agreement. University's performance and obligation to pay under the Agreement is contingent upon the State of Florida Legislature's annual appropriation and/or the allocation of funds through contractor or grant programs. University will make payment in accordance with UF Regulation 6c1-3.022.

D.3 Dissemination of Information. University will disseminate information to University event planners to facilitate awareness of Approved Caterer program.

- (i) The University will provide all campus departments with access to the list of Approved Caterers and information for campus departments to understand before booking their catering events.
- (ii) The University will hold periodic events to showcase Approved Caterers providing University department event planners with an opportunity to meet Approved Caterers and sample Approved Caterers' food. All Approved Caterers will be invited to attend and are strongly encouraged to participate.

D.4 Review and Renewal. University will conduct a periodic review and renewal for all Approved Caterers.

(i) University will review all Caterer's performance as part of the renewal process.

(ii) University reserves the right to cancel the Agreement and remove the Caterer from the "Approved Caterer" list at its sole discretion and without notice.

SECTION E – GENERAL PROVISIONS

E.1 Notices. All notices, consents, approvals, and other communications (collectively, "Notices") which may be or are required to be given by either party shall be properly given only if made in writing and sent to the address of University or Caterer, as applicable, set forth in Exhibit E, as the same is modified in accordance herewith, by hand delivery, U.S. Certified Mail (Return Receipt Requested) or nationally recognized overnight delivery service, or by email delivery. Telephone and facsimile numbers are listed for convenience only. Either party may change its address for Notices by giving written notice to the other party in accordance with this provision.

E.2 Tax Exempt Status. The University of Florida, an agency of the State of Florida, is exempt from State of Florida Sales Tax and Federal Excise Tax. Tax Exempt Certificate # 59-6002052.

E.3 Unilateral Termination. This Agreement may be unilaterally terminated by University for any reason, including but not limited to refusal by Caterer to allow public access to all documents, papers, letters or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by Caterer in conjunction with this Agreement, by giving prior written notice to Caterer. University shall only be liable for payment of services rendered and accepted by University prior to the date of termination.

E.4 Prohibited Provisions. Any clauses in the Agreement regarding arbitration or mediation, restrictions on the hiring of Caterer's employees or grants of exclusivity to Caterer are null and void.

- E.5 Sovereign Immunity.** The University, as a public entity, is protected by sovereign immunity from tort liability, subject to a limited statutory waiver. The University will **not agree** to (i) indemnify or hold harmless Caterer; (ii) be liable for Caterer's attorneys' fees under any circumstances; or (iii) binding arbitration or mediation. The Agreement shall not be construed or interpreted as (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of University or the State of Florida or their agents and agencies to be sued; or (iii) a waiver of either University's or the State of Florida's sovereign immunity beyond the limited waiver provided in section 768.28, Florida Statutes.
- E.6 Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and the rules and regulations of the Florida Board of Governors and the University. University and Caterer shall have all remedies afforded each by said law. The venue in any action or litigation commenced to enforce the Agreement shall be instituted in Alachua County, Florida.
- E.7 Public Records.** This Agreement is subject to the Public Records Law of the State of Florida, Chapter 119, Florida Statutes. Caterer agrees and acknowledges that any documents, emails, correspondence or other records, in any medium, created, kept or obtained by University or by Caterer, in connection with this Agreement or the services contemplated herein, and any related records, are public records subject to inspection and copying by members of the public pursuant to Florida law, unless otherwise deemed confidential and/or exempt.

IF CATERER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CATERER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT UNIVERSITY RELATIONS AT (352) 846-3903, email: PR-Request@ufl.edu, PO Box 113156, Gainesville, FL 32611-3156.

E.8 Exhibits. The exhibits attached hereto and referred to herein are by such attachment and reference made a part of this Agreement for all purposes.

E.9 Entire Agreement. This Agreement (and all exhibits and addenda hereto) constitutes the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes any and all prior or contemporaneous agreements, whether written or oral, with regard to Catering Services. No covenants, agreements, terms, provisions, undertakings, statements, representations or warranties, whether written or oral, made or executed by any party hereto or any employee or agent thereof, with regard to Catering Services, or any part thereof, shall be binding upon any party hereto unless specifically set forth in this Agreement or in subsequent amendments executed by University and Caterer.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute and deliver this Agreement as of the date first above written.

UNIVERSITY OF FLORIDA BOARD OF TRUSTEES

CATERER

By: _____

Curtis A. Reynolds

Vice President for Business Affairs

By: _____

Name:

Title:

Recommended By: _____

Lionel J. Dubay

Assistant Vice President and Director for Business
Services Division

Exhibit A

Aramark Exclusive Catering Locations

The Contract for Services between the University of Florida and Aramark Educational Services, LLC gives the CONTRACTOR (Aramark) exclusive operation for the sale and service of foods and drinks, exclusive of vending machine sales, and for the sale of such products usually sold in cafeterias, restaurants, snack bars, convenience stores, and catering in University buildings that include a dining facility operated by CONTRACTOR. These buildings include:

Gator Corner Dining Center
Broward Dining Center
Turlington Subway
HUB
Health Science Center Sun Terrace
Vet Med Small Animal Hospital
Reitz Union
Bookstore & Welcome Center
Racquet Club
Little Hall Express Food Court
SW Rec Center
Harn Museum – Camellia Court Café
Cancer & Genetics Research Center – Genetics Café

This list is subject to change as new food service operations are added on the University Campus. Current listing is available at the website <http://www.bsd.ufl.edu/catering>

In addition UF Regulation 4.006 P7 states:

Off-campus licensed food service caterers may provide food and beverage service for special events when sponsored by an official University Department or organization at University buildings not restricted under the terms of the University food service contract. Buildings restricted for University food service contractor's use include the student residence halls, J. Wayne Reitz Union Building, Bruton-Geer Hall, grounds adjacent to these buildings, and the Sun Terrace Cafeteria including its outside dining area.

Pepsi Pouring Rights Agreement

The University Sponsorship Agreement (Pepsi Pouring Rights) provides for exclusive distribution and sales of Beverages included in the Pepsi portfolio of products.

Section II.A.6 Catered Event

“Pepsi shall have the exclusive right to provide Pepsi beverage products to campus catering events.”
Beverages is defined

“Beverage” means all carbonated and non-carbonated, non-alcoholic drinks, including but not limited to (i) colas and other flavored carbonated drinks; (ii) fruit juice, fruit juice containing and fruit flavored

drinks; (iii) chilled coffee drinks; (iv) chilled tea products; (v) isotonic; (vi) bottled or canned water whether carbonated or still (spring, mineral or purified); (vii) new age / healthy beverages, e.g. SoBe; (viii) energy drinks, e.g., Amp, Rockstar; and (ix) Value Added Protein Drinks. Notwithstanding the foregoing provision, "Beverage" shall not include dairy based beverages that have greater than 50% milk content, tomato juice; Yoo-Hoo brand beverages (Regular, Strawberry and Double Fudge flavors only); Slim Fast brand beverages; freshly brewed hot coffee and freshly-brewed hot tea beverages; freshly made lemonade and smoothie beverages, freshly brewed flavored and unflavored iced teas and coffees, and Frosties.

Exhibit B

List of Restricted Venues

The following venues may place additional restrictions, requirements or limitations for catered events.

Please confirm with the venue manager for details and specific requirements for each Venue:

This list is subject to change. Current listing is available at the website <http://www.bsd.ufl.edu/catering>.

Harn Museum:

Vicki Tyson, Museum Rentals Coordinator, vtyson@harn.ufl.edu, 352.392.9826 x2153

University of Florida Foundation (Emerson Hall):

Facilities Events Management, 352-846-3601

Straughn Conference Center (IFAS):

Straughn IFAS Extension Center, Venue Manager, straughn@ifas.ufl.edu, 352-294-2915

Florida Museum of Natural History:

Amber Tison, Rentals Coordinator, atison@flmnh.ufl.edu, 352-273-2045

University House (Old President's House):

Donna K. Stricker, Director of Presidential Events & Commencement Coordinator,
presidents-house@ufl.edu, 352-392-1311

Baby Gator (2 locations):

Stacy Ellis, Director, smellis@ufl.edu, 352-294-2241

P.K. Yonge Developmental Research School:

Amy Neal, Office Manager, aneal@pky.ufl.edu, 352-392-1554 x294

Exhibit C

Vendor Information



Office of the Vice President
and Chief Financial Officer
Finance and Accounting Division
University Disbursement Services
<http://fa.ufl.edu>

114 Elmore Hall
PO Box 115350
Gainesville, FL 32611-5350
352-392-1241
352-392-0081 Fax

Dear Vendor:

The University of Florida is dedicated to developing and maintaining strong relationships with our suppliers to assure timely and efficient delivery of products and services to our various campus locations.

In our continuing efforts to improve our procure-to-pay stream of work, the University of Florida has updated its Accounts Payable software and related processes. These changes will provide a more streamlined and efficient process while facilitating timely and accurate payments. It is imperative that invoices submitted for payment are done so adhering to the requirements below.

All invoices for payment should be submitted to the University of Florida via:

eMail: eMail a .pdf or .tif file to ufl@invoices.corcentric.com
The file must be attached to the email and not embedded within the email.
There can be multiple files per email but each file should only contain one invoice.

or

Mail to: UF - Accounts Payable
PO Box 115350
971 Elmore Drive
Gainesville, FL 32611-5350

All invoices will need to contain either a **UF purchase order number** or the **8-digit department ID number** of the department with which you are doing business.

DO NOT SEND Monthly Statements, PCard Receipts or Order Confirmations into the Accounts Payable system. Those should continue to be mailed to the departmental address. Also, **DO NOT SEND** multiple copies of invoices into the system as this will delay payment.

There are many departments at the University. The departmental ship to address should be used to mail all correspondence other than invoices for payment.

Non-compliance to the above invoicing instructions will result in a delay of invoice processing and payment.

A Vendor Portal to track the status of invoices and payments is available for all vendors. If you would like access, please send an email to disbursements@ufl.edu requesting access. We will need company name and an email address.

Should you need further clarification, please email disbursements@ufl.edu or call 352-392-1241.

The Foundation for The Gator Nation
An Equal Opportunity Institution

Exhibit D

Catering Statement of Work

Caterer/Company Name _____

Contact Person _____ Phone _____ Email _____

UF College/Department/Organization _____

Contact Person _____ Phone _____ Email _____

Event Venue: _____

Event Date: _____ Start Time: _____ End Time: _____

Setup Start Date/Time: _____ Cleanup End Date/Time: _____

Number of Guests: _____ Date of Final Guarantee of Guests Count: _____

Is this a Certified Green Event? Yes ☐ No ☐ Is this event Styrofoam Free? Yes ☐ No ☐

	Total Cost
FOOD/Beverage – Attach description	\$ 00.00
Comply with Pepsi Agreement Yes <input type="checkbox"/> No <input type="checkbox"/>	
Alcohol Service Yes <input type="checkbox"/> No <input type="checkbox"/> Comply with UF alcohol regulations Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ 00.00
Bartender service Yes <input type="checkbox"/> No <input type="checkbox"/> Beer/Wine Yes <input type="checkbox"/> No <input type="checkbox"/> Full Bar Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ 00.00
ADD-ON ITEMS: Yes <input type="checkbox"/> No <input type="checkbox"/> – Attach Description	\$ 00.00
Linen, Dinnerware/china, Flatware, Glassware	
STAFFING Yes <input type="checkbox"/> No <input type="checkbox"/> – Attach Description	\$ 00.00
Servers/Wait Staff/Attendants, Bartenders, Chef, Supervisor/Captain	
Background Checks, Name Badges, Smoking / Drinking policy	
RENTALS Yes <input type="checkbox"/> No <input type="checkbox"/> – Attach Description	\$ 00.00
Buffet Tables, Tables for Bar, Dessert Tables, Other Tents, Trash cans	
Tables and Chairs for Seating, A/V Sound equipment	
DECORATIONS Yes <input type="checkbox"/> No <input type="checkbox"/> – Attach Description	\$ 00.00
Table centerpieces, arrangements for serving tables	
FEES Yes <input type="checkbox"/> No <input type="checkbox"/> – Attach Description	\$ 00.00
Event Delivery, Set Up, Cancellation/Change Fee, Guest Count Overages/Reductions, Rush Charge	
TOTAL ESTIMATED AMOUNT	
Subtotal	\$ 00.00
Sales tax (UF Tax Exempt ID 59-6002052)	<u>\$ 00.00</u>
Total	<u>\$ 00.00</u>
POLICIES: - Attach Description	
Leftover Policy, Deposit and Cancellation, Inclement Weather	

The above estimate is not a guaranteed amount. The final invoice amount will reflect charges according to the final guaranteed guest count and any additional charges incurred due to changes approved by UF event coordinator and Caterer.

Caterer Signature _____ Date _____

Customer Signature _____ Date _____

Exhibit E

Notices

If to University:

Lionel Dubay
Assistant Vice President for Business Services
University of Florida
PO Box 112450
Gainesville, FL 32611-2450
catering@bsd.ufl.edu

If to the Caterer:
