

Outside Catering Form

The College's food vendor is the preferred partner for providing cafeteria and catering services at Palm Beach State College. In certain situations, Palm Beach State College departments/organizations may be granted permission to use another licensed caterer for special events; however, no caterer can use the equipment of the College's primary food vendor. All catering functions must comply with the standards established by the Florida Department of Health under Chapter 381, Florida Statutes.

Date of Event: _____ Event Time: _____ Campus: _____

Building/Room: _____

Sponsoring Department/Organization: _____

Staff Contact Name: _____

Staff Contact Phone: _____

Name of Caterer to be used: _____

Address: _____

Phone: _____

Pick Up _____ or Delivery _____ (please check one)

If pick up, time of pick up and person responsible: _____

If delivery, time of expected arrival: _____

Menu to be served:

Will caterer/cater designee be present for duration of food service? Yes No

I have read and understand the outside catering guidelines? Yes No

Rationale for using an external caterer: _____

I agree to follow all procedures indicated in the outside catering guidelines and ensure that the designated caterer has followed all applicable food and safety guidelines.

Print Name: _____

Signature: _____ Date: _____

Outside catering release form and proof of licensure should be faxed or emailed to Auxiliary Services at least 2 weeks prior to the event.

Fax: 561-868-3859 or Email: benderj@palmbeachstate.edu