



## ROLLINS COLLEGE CATERING GUIDELINES

**Rollins College Dining Services** has the exclusive right to offer food and beverage service on premises, including cafeteria and concessions. Based on the contract with Rollins College, the Gourmet Cuisine is the College's exclusive caterer and therefore has the **FIRST RIGHT OF REFUSAL** for all catering events and banquet services.

Organizers of events who wish to have food served by an outside vendor, organize a "potluck", serve donated products, and/or prepare their own food, must speak with the Rollins College Catering Department (The Gourmet Cuisine) at least 14 days prior to the event. The Catering Manager will review the plan for food service and will approve, deny and/or suggest appropriate alternatives in keeping with College policies and health regulations. We reserve the right to inspect and refuse the food from any vendor if the proper procedure and guidelines are not followed.

Please note that any event held in the **Cornell Campus Center** will not be approved for any outsourced food/services.

Before submitting the First Right of Refusal Form, the selected caterer must provide a copy of a certificate of liability insurance in the amount of \$1,000,000 naming Rollins College as additionally insured, and a copy of their occupational license. All documents must be presented at least 14 days prior to the event or the form will be denied.

All social events with alcohol on the **Rollins College** campus is exclusive to Dining Services. If a third party vendor is necessary for alcohol, a First Right of Refusal Form will be required.



## First Right of Refusal Form

### Contact Information

Contact/Coordinator: \_\_\_\_\_

Advisor: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Event Information

Event location: \_\_\_\_\_ Event date: \_\_\_\_\_

Event title: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Event start time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

### Food & Beverage Information

Please attach a copy of the menu planned to be used for the event

### Others

Describe the reason of choosing a source different than **ROLLINS CATERING**:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach the invoice given by the vendor for this specific event. Please provide the vendor's Liability Insurance of \$1,000,000 dollars having **Rollins College** as additionally insured and a copy of their occupational license. **Please send this request form with the additional documents 14 days prior to the event to the Catering Department office located at Chase Hall #203 (box 2741) or via email at [aconcelman@rollins.edu](mailto:aconcelman@rollins.edu). Thank you.**