



Catering Vendor Agreement and Guidelines



GROUP CONTACT'S NAME: _____

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR PHONE NUMBER: _____

VENDOR EMAIL ADDRESS: _____

EVENT/AFFILIATES LOCATION: Saint Mary's College of California – Outdoor Space

EVENT DESCRIPTION: Post-Commencement Reception

DATE OF EVENT: _____

Catering Vendor Guidelines

Catering vendors are allowed to set-up at group's designated site location or an assigned catering vendor staging location. There is a fee of \$50.00 per student group for catering vendors. All catering vendors wishing to reserve a vendor staging site must register with the Office of Meetings, Events, and Conference Services. Catering Vendors that are not registered and set-up will be asked to leave. It is the group's responsibility to notify the catering vendor of the following guidelines:

Catering vendors making deliveries or setting-up on group's designated site:

- Caterers are allowed to setup beginning and no earlier than 8:00 am the day of commencement.
- Caterers are allowed to park their vehicles in the designated catering vendor parking locations, only. Caterers found to be parked in non-designated areas will be ticketed and towed. Caterers are to turn off their vehicles while unloading.
- If Public Safety requests that a caterer remove their vehicle for any reason, the caterer must remove their vehicle immediately or the vehicle will be towed.
- Saint Mary's College is a green campus. Sponsoring groups are responsible for the removal of and sorting of their waste (please see the attached posters for what goes in each bin). Saint Mary's College will provide bins for landfill (black), recycling (blue), and compost (green) in common areas, but not for each caterer. In addition to sorting your waste correctly, please be aware of these guidelines:

- All cardboard/paperboard boxes must be broken down, and folded flat.
 - Bottles/cans should be placed into the recycle containers, empty of liquid and food content.
 - Paper-based disposables (plates, trays) should be used, as they are compostable. Plastic solo cups are acceptable for recycling.
 - If trash is not properly separated, it is the group's responsibility to re-sort the trash properly, otherwise \$100.00 fee will be charged to each group participants' student account.
- All reception furnishings must be removed by **6:00 pm** on Date: _____. You will be provided with a clean reception site for your graduation social. You are required to return the site to its original state. ***Failure to do so will result in a \$150 fine for each graduate of the group, which will be applied to the graduate's account. Payment of the student account is required for receipt of transcripts and diploma.***

For catering vendors reserving a designated staging location

- Caterer must register with the Office of Meetings, Events, and Conference Services to reserve a staging site.
- Caterers will receive their assignments via email.
- Caterers are allowed to setup beginning and no earlier than 8:00 am the day of commencement.
- Caterers are allowed to park their vehicles in the designated catering vendor parking locations only. Caterers found to be parked in non-designated areas will be ticketed and towed. Caterers are to turn off their vehicles while unloading.
- If Public Safety requests that a caterer remove their vehicle for any reason the caterer must remove their vehicle immediately or the vehicle will be towed.
- Caterers are not allowed to sell any food or alcohol at their staging area. Caterers found selling any food, beverages, or alcohol will be asked to shut down immediately and asked to leave the College.
- Saint Mary's College is a green campus. Sponsoring groups are responsible for the removal of and sorting of their waste (please see the attached posters for what goes in each bin). Saint Mary's College will provide bins for landfill (black), recycling (blue), and compost (green) in common areas, but not for each caterer. In addition to sorting your waste correctly, please be aware of these guidelines:
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Group Contact's Name (Printed) _____

Signature _____ Date _____