

Catering and Events

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What is a University caterer?

University catering is the preferred caterer for Urbana Campus events. University Catering is easy, convenient, and provides service to a wide range of locations including the I-Hotel Conference Center, the Illini Union, and the Alice Campbell Alumni Center.

Benefits of using University Catering include:

- An approved purchase order is not required.
- The department's C-FOP is charged directly by University catering.
- The department does not need to collect a certificate of liability insurance from the vendor nor verify that the vendor is on the Insured Caterer's list.

What should I do for catering at a DIA facility?

- Mandated caterer is Sodexo
- Department must contact Sodexo directly to setup catering.
- The department's C-FOP is charged directly for room rental only.

What is a master contracted caterer?

The University has contracts with several non-University Caterers. An approved purchase order is not required when doing business with a Master Contracted Caterer and the caterer receives expedited payment when a University T-Card is used.

Vendors include:

- Cameron's Catering
- Classic Events
- Hendrick House
- LA Gourmet
- Lord and Lacy BBQ
- Michael's Catering
- Nelson's Catering

What is a non-University caterer?

A non-University entity (outside vendor) that serves food, beverages, and/or liquor at an event primarily attended by or open to the general public is considered a “caterer” for University purposes.

Besides providing food, beverages, and/or liquor, the vendor typically provides set-up (including the use of caterer-provided equipment), food service/onsite preparation, and clean-up.

Examples of catered event:

Social Events, Official Receptions, Development events, Alumni Receptions



Instructions for non-University Caterers

- Obtain a quote from a catering vendor.
 - Must include per person cost per meal
- Submit a requisition to Purchasing.
 - Attendee category
 - Contingency line item up to 20%
 - Deposit line item
 - Correct fund types
 - University contact person name and phone number
- Submit the quote and any other documentation
 - Approval letter for exceeding amount limit
 - Special Payment Form

Instructions for non-University Caterers (cont.)

- The vendor must submit a valid certificate of liability insurance meeting the minimum requirements to the Urbana Purchasing Office prior to the approval of any Purchase Order. The vendor will be added to the Insured Caterer's List.
- The Purchasing Office will establish a purchase order to allow for processing of payments and/or change orders that may be requested.
- Due to the processing time that may be required to review and negotiate terms and conditions, please allow at least three weeks for processing through the Urbana Purchasing Office.

What is a non-catered event?

A “non-catered” event consists of food/beverage delivery or drop off only. The delivery person does not provide onsite service.

There is no set-up, no serving of food/beverage, and no clean-up. Vendors delivering food items for non-catered events are not required to be on the insured caterer’s list.

Insurance/Licensing Requirements:

Each insurance carrier must have an A.M. Best rating of B+ or better and a financial rating of VI or better for Commercial General Liability, Auto Liability, and Workers' Compensation, including Employer's Liability:

| Type of Insurance | Minimum coverage |
|---|----------------------------|
| Commercial General Liability | \$1,000,000 per occurrence |
| | \$2,000,000 aggregate |
| Auto Liability | \$1,000,000 |
| Liquor Liability (if applicable) | \$1,000,000 per occurrence |
| Workers' Compensation and Employer's Liability (Not required of sole proprietors) | Statutory \$500,000 |

"The Board of Trustees of the University of Illinois" must be added as an "additional insured" on the Caterer's commercial general liability policy and shall apply in proportion to and to the extent of the negligent acts or omissions of the non-University party or any person or persons under the non-University parties' direct supervision and control.

In addition, the caterer must be in compliance with all public health permits and/or liquor licenses, and catering staff must have completed TIPS/BASSET training. The University may request a copy of any health permit and/or liquor license.

Common contract language

Please be sure to review your agreements prior to submission:

- Cancellation policy
- Credit authorization
- Credit reference package
- Deposit/payment schedule



Coca-Cola Sponsorship Agreement



- The University of Illinois Urbana-Champaign has an exclusive Sponsorship Agreement with Coca-Cola. Unless specific pre-approval is granted in writing, UIUC must only serve Coca-Cola products during the Event.
- Failure to comply with this provision will be grounds for cancelling Event.
- This applies to all Events/Uses: Catering, Office Parties, RSO Events, and Office Use
- If a unit has any questions regarding the use or purchase of Coca-Cola products for an event, please contact Brad Henson or Justin Johnston in Purchasing.

Questions

