

# CATERING APPROVAL USER GUIDE

USC Hospitality

## SPACE RESERVATION

- Please reserve event space with the appropriate department prior to completing ANY online approval forms.

## ONLINE REGISTRATION - UNIVERSITY EVENTS PERMIT APPLICATION

- After reserving/contracting space, complete the University Events Permit Application (UEPA) at <http://adminsnet.usc.edu/department/fire-safety-and-emergency-planning/online-forms/usc-events-permit-application>

## APPROVED VENDORS

- You MUST contract with an approved caterer or food vendor. Do this BEFORE completing any of the forms at the Catering Approval website.

1. For a list of already approved caterers, please see the USC Caterers List on the USC eMarket shopping page. <https://procurement.usc.edu/purchases/contact-procurement-services/>

USC Departments may also request access to the “Google Doc” managed by Judy Hanaya. Procurement Services may approve new catering suppliers based on a need, annual dollar spend and frequent use. At this time, they are not approving new applications, unless the staff/student can demonstrate that the caterer will meet all (3) requirements. The USC Supplier Portal is available through eMarket. Suppliers > Request > Request New Supplier > New Supplier Request Form. The system will walk them through what is needed.

*In some cases, an approved vendor may have documents that have already expired or will expire prior to your event date. It is your responsibility to obtain updated documents from the vendor and upload on the Catering Approval website. You will be prompted to do so.*

2. The University's preferred caterer is USC Hospitality, but when a specialty cuisine or signature fast food (pizza, burgers, etc.,) is desired, a one-time use can be obtained. USC Hospitality can issue a ONE-TIME ONLY approval, providing you submit a current copy of the vendor's health permit, vehicle insurance (if delivering or driving on campus), and certificate of insurance for general liability. In this case, you are NOT expecting to pay with a university check, you have identified another method of payment or another source (usually an outside entity) is paying on your behalf.

*You must have PDF copies of these documents available to upload on the Catering Approval website.*

## BILLING (FOR USC DEPARTMENTS & SCHOOLS ONLY)

- Caterers who have completed the online application process and are approved by Central Purchasing can be paid through eMarket (i.e. have a check issued to them).
- Catering is also payable by P-Card and Travel Card (Visa) and most restaurants and caterers will accept payment through this method.

## IN ALL CASES

- We will not approve food and beverage forms unless we have confirmed that all required documents have been submitted and are current.
- We will not approve forms with homemade items.
- We will not approve events with self-BBQ for more than 35 guests.
- You do not need to provide documentation (health permits, insurance, etc.) for items sourced from national grocery chains like Costco, Smart and Final, Vons, Ralphs, etc. Please keep in mind that these items must all be pre-made, pre-packaged.
- All non-alcoholic beverages must be Coke branded, including the water.
- Please use [hosp.approvals@usc.edu](mailto:hosp.approvals@usc.edu) for all email communications relative to food and beverage approval with USC Hospitality.

## ALCOHOL

- Serving and consuming alcohol should always be complementary or secondary to the event, not the primary focus of the event.
- Alcohol only events will NOT be approved. A variety of food items must be provided for all guests as the consumption of food slows down the absorption of alcohol.
- All alcohol must be served by a university approved vendor. Self-service bars (either by guests or department staff) are **NEVER** approved.
- Just because your caterer is approved to serve food on campus doesn't mean that they are approved to serve alcohol. If they aren't, they (or you) will need to subcontract an approved vendor for that service.
- In addition to General Liability Insurance, Auto Liability Insurance and Workers Compensation Insurance that meet USC minimum insurance requirements, alcoholic beverage suppliers must have a current ABC Caterers Permit 58 license (that has been approved by the ABC). Catering Authorization Applications must be submitted to the ABC at least two weeks in advance, using Form ABC-218. An approved ABC-218 will be signed by an officer of the ABC under Section 6 and given back to the applicant after approval.
- A separate "Request to Serve Alcohol" form must be completed for each event where alcohol is to be served. Hospitality is the **LAST** signature on the alcohol approval form. Please obtain all signatures in the outlined order before submission to Hospitality. You will be prompted to upload these forms into the Catering Approval website.

Alcohol Request form for student organizations:

[https://trojanevents.usc.edu/files/2017/06/042017\\_Alcohol\\_Request\\_Form\\_Student\\_organization.pdf](https://trojanevents.usc.edu/files/2017/06/042017_Alcohol_Request_Form_Student_organization.pdf)

Alcohol Request form for all others:

[https://trojanevents.usc.edu/files/2017/06/042017\\_Alcohol\\_Request\\_Form\\_USC-department.pdf](https://trojanevents.usc.edu/files/2017/06/042017_Alcohol_Request_Form_USC-department.pdf)

- One-time approvals are not applicable to alcohol, you must use a vendor that has completed the Procurement Services application.
- Students who are of legal drinking age may not be served more than two alcoholic beverages at recognized university student organization events. Additionally, all guests who are verified as 21 and over, must be provided with a two-tab wristband. The wristbands must be distributed by trained bar staff or CSE/DPS at check-in.
- USC Hospitality is the **ONLY** vendor allowed to serve at approved Beer Gardens on campus.

## FOOD TRUCKS

- USC Departments, Schools and Institutes can only bring food trucks on campus in the capacity of catering for an event. They must be contracted as you would any other caterer: select a menu, negotiate pricing for a specific number of guests and arrange payment. Cash sales from a food truck are not allowed. If you are bringing in a food truck, the truck **MUST** be an approved vendor (documentation like any other caterer), have a fire extinguisher on board, protect the ground from oil/grease spills and if approved by FMS to have tires on the grass, must place plywood under the tires. You also have to pay for an oversized parking permit (check with Transportation). The location of the food truck must also be approved by DPS and Fire Safety in advance. This includes the arrival/departure path for the truck. Pedestrian safety must be taken into account and planned for accordingly.
- University recognized student organizations are allowed (with prior approval) to have food trucks on campus for fund raising efforts. Food trucks for this purpose can only be stationed in McCarthy Quad (concrete inlet on the southern in towards Doheny Library), on Trousdale adjacent to VKC and Pardee Plaza (between Bloom Walk and Exposition Blvd).
- In very specific situations (large scale events where the expected number of guests on campus exceeds our capacity to accommodate in brick and mortar venues), USC Hospitality will make arrangements and approve food trucks on campus for cash sales. Examples of these events are the Festival of Books, Conquest, KXSC Fest.