

## Temple University Catering Exception Form – Outside Catering

Office of Business Services  
 1816 North 15<sup>th</sup> Street – Suite 328  
 Philadelphia, Pa 19122  
 (O) 215.204.3121

Cherry & White Catering Company  
 1603 North Broad Street – Morgan Hall  
 Terrace Level, Southwest Corner  
 (O) 215.204.6789  
 (E) [lipschutz-heather@aramark.com](mailto:lipschutz-heather@aramark.com)

Outside Caterer: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Event Location (Building/Room): \_\_\_\_\_

Date of Event: \_\_\_\_\_

**Select One:**     Department     Student Organization     External Organization

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

Contact Person: \_\_\_\_\_

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

Email/Fax: \_\_\_\_\_

Catering exceptions are not required for:

1. food and/or beverage purchases of **\$500** or less – unless a catering company will be on campus to set up and/or serve – in which case a Certificate of Liability Insurance (COI) is required;
2. bake sales, brown bag luncheons, donated food items, potlucks, or pizza purchases;
3. off-campus events unless the external gathering is held at a location where a third-party catering company is hired to serve food and/or alcohol (e.g., a rental hall); or
4. faculty, staff, and/or student meals at a restaurant.

Justification for Exception Request: (Please be specific and include the type and cost of the event.)  
 \_\_\_\_\_  
 \_\_\_\_\_

- *Catering Exceptions require written approval two weeks prior to each event. Supporting documentation must be presented to allow for a comparison between Cherry & White Catering Company and the proposed outside caterer.*
- *Outside caterers must provide a copy of their Certificate of Liability Insurance (COI), which must reflect a minimum of \$1 million in general liability coverage before any exception will be approved.*

**Please obtain the following approvals in the order presented: 1. Authorized Budget Unit Approval; 2. Cherry & White Catering Company Authorization for exceptions costing over \$500; and 3. Business Services Approval**

1. Authorized Budget Unit Approval:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

2. Authorization by Cherry & White Catering Co.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Once completed, please email ([catering.exception@temple.edu](mailto:catering.exception@temple.edu)), fax (215-204-7193), or deliver (Aramark STAR Complex, 3<sup>rd</sup> Fl., Suite 328) documentation to: Kathleen Paul, Administrative Coordinator, for Business Services.

**Required Forms:**

1. Copy of Certificate of Liability Insurance provided by outside caterer. (See above for specifications.)
2. Copy of this document (Catering Exception Form for Outside Catering)

**ASSOCIATE VICE PRESIDENT FOR BUSINESS SERVICES SIGNATURE ONLY:**

Approved

Denied/Reason: \_\_\_\_\_

\_\_\_\_\_

Michael D. Scales

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date