Temple University Catering Exception Form – Outside Catering

Office of Business Services
1816 North 15th 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

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), fax (215-204-7193), or deliver (Aramark STAR Complex, 3rd 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                        Signature            Date

Revised 05/2023