

Marshall Student Center Caterer's Application Form

Business Information

Business Name

Phone

Address

City, State

Zip

Fax

Federal ID Number

Contact

Email

Owner's Name

Required Documents

Please provide us with copies of the following documents:

Business License: Attach a copy of your business license to this application.

License to Serve Alcohol: If you have a license to serve alcohol at off-site catered events, please attach a copy to this application.

Insurance: Caterer agrees to furnish the University of South Florida with a fully completed and signed copy of the current Certificate of Insurance. This Commercial General Liability insurance must provide a minimum combined single limits of \$1,000,000 per occurrence, which provides "occurrence" and not "claims made" coverage and which includes coverage for premises, operations, personal injury, contractual and assumed liability, and independent contractors liability. All required liability insurance must name the State of Florida and the University of South Florida as additional insured.

Health Certificate: A copy of the caterer's most recent Department of Health Certificate/Permit from the County in which the caterer operates is required.

Health Inspection: Caterer agrees that the USF's Environmental Health and Safety Office (EH&S) may, at its sole option, inspect Caterer's on campus operations to verify Caterer's compliance with health and safety regulations, and that USF EH&S may require Caterer to cease operation if USF EH&S, in its sole opinion, shall determine that Caterer is in violation of any health or safety law or regulation.

Additional Information and Requirements

- The Coca-Cola Company is the official beverage sponsor of USF. Non Coca-Cola products are not allowed to be served.
- There is no access to a kitchen space, prep space, water, etc. on location. The Caterer must bring all supplies needed for the event.

Insurance Information

The undersigned (the "Caterer") having been granted permission to conduct an event on the campus of the University of South Florida and to provide food and food service for that event hereby agrees as follows:

1. To indemnify and hold harmless the University, its trustees, officers, and employees from any and all claims, suits, actions, and liability of any character, arising or alleged to arise, out of injuries or damages sustained by any person, persons or property on account of or in consequence of, its own account or omission, neglect or misconduct, or in violation of any law, ordinance or regulation, which was caused to occur during the Caterer's use of the University's facilities
2. To obtain and keep in force, at its sole cost and expense, insurance coverage for general liability, product liability, and such additional perils as the University may require, in an amount of no less than \$1,000,000 and in which the University is an additional named insured, as its interest may appear. The Caterer shall, before the event, provide evidence of such insurance protection to the Associate Director of Event Planning, Phyllis P. Marshall Student Center Reservations Office, 4202 East Fowler Ave., MSC 4100, Tampa, Florida, 33620.

Signatures

Name of Caterer

Official Representative of Caterer

Date

Assoc. Dir. of Event Planning, Marshall Student Center

Date

Revised 3/17/2025