OCCIDENTAL COLLEGE
CATERING POLICY

Food events held on the campus must fall into one of the following categories:

1. SELF-CATERED: Food and beverage served at a self-catered event consists of either “pot-luck” items contributed by a number of individuals, or is prepared by a member or members of the Occidental community. Profits, if any, are to benefit the campus or its sponsored causes. Self-catered events are not permitted at events at which members of the external community (excluding family members of students) are in attendance, or in the Johnson Student Center dining & meeting rooms, or the Guest House.

2. OFF-CAMPUS CATERED: Members of the internal campus community may purchase food and beverages off campus & bring them into select campus facilities. Profits, if any, are to benefit the campus or its sponsored causes. Off-campus catered events are not permitted at events at which members of the external community (excluding family members of students) are in attendance, or in the Johnson Student Center dining & meeting rooms, or the Guest House.

3. CATERED BY CAMPUS DINING: The Department of Campus Dining at Occidental College has primary catering rights on Campus. Campus Dining will provide catering to campus departments & outside groups granted the use of campus facilities, providing proper notification & communication has been established. Catering menus (at left), including price lists are updated annually. Special requests will be discussed individually.

If Campus Dining caters an event, self-catered or off-campus catered food may not also be served at the event.

4. CONFERENCES, WEDDINGS AND OTHER PRIVATE SOCIAL EVENTS: All conferences, weddings & private social events hosted by members of the campus community or outside clients must be catered by Campus Dining.

5. OUTSIDE CATERERS: Under certain guidelines, departments may be permitted to contract the services of an outside caterer. Applications for the use of an outside caterer are to be submitted to the Associate VP for Hospitality Services at least 6 weeks in advance of the scheduled event. If the application is approved, the following criteria must be met:

A. Outside caterers must provide liability insurance in the amount of $1,000,000 naming the College as additionally insured (specific language required) to the Associate VP for Hospitality Services at least 2 weeks prior to the event.

B. Outside caterers are not permitted in the Johnson Student Center dining/meeting rooms or the Samuelson Pavilion.

C. Outside caterers may be excluded based upon negative past performance.
Bar service on campus must fall into one of the following categories:

1. **BAR SERVICE BY CAMPUS DINING:** The Campus Dining department at Occidental College has first right of refusal to provide bar service at all events it caters. In the case of a cash bar, Campus Dining will not sell the alcohol. The hosting group may collect cash in exchange for drink tickets to be redeemed with Campus Dining. A one day alcohol sales permit must be obtained from the Department of Alcoholic Beverage Control by the hosting group.

2. **OUTSIDE BAR SERVICE - CATERED EVENTS:** If Campus Dining exercises its right of refusal to provide bar service at a catered event, an outside bar service company may be contracted under certain guidelines. The following criteria must be met:
   
   A. The bar service company must provide liability insurance in the amount of $1,000,000 naming the College as additionally insured (specific language required) to the Associate VP for Hospitality Services at least 2 weeks prior to the event.
   
   B. The bar service company must meet with Campus Dining for coordination purposes.
   
   C. Bar service companies may be excluded based upon negative past performance.

3. **OUTSIDE BAR SERVICE – STUDENT EVENTS:** Campus Dining will not provide bar service for student events. Student groups wishing to provide hosted or cash bar service should contact the Office of Student Life for information.

A member of the internal campus community may apply to the Associate VP for Hospitality Services for an exception to the Catering Policy. Applications must be submitted at least 6 weeks in advance of the scheduled event.

Off-campus groups (including those sponsored by on-campus entities) who use campus facilities must use the services, food & beverages of Occidental College Campus Dining. Groups with contracts for filming on campus are exempt.