

University Contracts Office - Catering and Dining Information

WHAT TO DO IF...

<u>VENDOR HAS A CONTRACT</u>	<u>VENDOR DOES NOT HAVE A CONTRACT</u>
<p>Review the contract prior to sending it to the inbox. Confirm that your department is aware of and okay with the following:</p> <p>Event details: date, times, number of attendees, guarantees, menu, costs (per person or flat fee), gratuity, location, food & beverage minimum, due dates for final guest count and menu</p> <p>Service details: delivery/pickup times, setup/breakdown, linens, glassware, utensils, dishware, staffing requirements, AV equipment, flowers, décor, special needs – i.e. vegetarian, allergies, kosher, etc.</p> <p>Business details: exact legal name of vendor, cancellation policy, tax, service charges, deposits, certificate of insurance, compliance with University’s Alcohol & Drug policy</p>	<p>Include the following information in your contract request and send it to the UCO inbox at university-contracts@andrew.cmu.edu:</p> <p>Event details: date, times, number of attendees, guarantees, menu, costs (per person or flat fee), gratuity, location, food & beverage minimum, due dates for final guest count and menu</p> <p>Service details: delivery/pickup times, setup/breakdown, linens, glassware, utensils, dishware, staffing requirements, AV equipment, flowers, décor, special needs – i.e. vegetarian, allergies, kosher, etc.</p> <p>Business details: exact legal name of vendor, cancellation policy, tax, service charges, deposits, certificate of insurance, compliance with University’s Alcohol & Drug policy</p>
<u>VENDOR IS DROPPING FOOD OFF</u>	<u>VENDOR IS PROVIDING SPECIALIZED SERVICES</u>
<p>A contract is NOT needed <u>so long as</u> the vendor will not be providing any set up, service, or break down in connection with the event.</p>	<p>Q. When eating off campus at a restaurant, when is a contract required?</p> <p>A. A contract is required when the vendor provides special services other than what they typically provide to their walk-in customers, i.e., a unique menu, a specific room, etc. Once the University requests anything out of the ordinary course of business, a contract is required.</p>
<u>VENDOR HAS A MASTER SERVICES AGREEMENT</u>	<u>REQUESTING CERTIFICATES OF INSURANCE</u>
<p>Please note that if you choose to use a vendor with whom the University has an existing Master Services Agreement (MSA), all that will be needed is a banquet event order. Please contact our office if you have any questions regarding the use of Master Services Agreements.</p> <p>A list of the most up-to-date MSA’s can be found online at: https://www.cmu.edu/contracts/msa/index.html.</p> <p>Please note that you will be prompted to sign in via a webISO secure login.</p>	<p>A Certificate of Insurance (COI) should include the following:</p> <ul style="list-style-type: none"> • Proof of General Liability coverage; • Proof of Liquor Liability coverage (if alcohol will be served); • Proof of Workers Compensation coverage (if applicable*); and • Carnegie Mellon University should be added as an additional insured on the COI <p>*Please note that Workers Compensation insurance requirements vary from state to state. The vendor should be aware of their state’s requirements and their COI should show adequate coverage.</p>

Please be sure to review the University's policy regarding events involving alcohol...

The following university policy will govern all university social activities on and off campus at which alcoholic beverages will be served. University social activities are any social activities on university property or for which university funds or other resources are used. All members of the university have an individual and collective responsibility to adhere to the following policy:

In all circumstances, the university expects its faculty, administrators, staff, students, alumni and their respective guests to conduct themselves, both individually and collectively, in a responsible manner. Illegal, abusive or excessive consumption of alcohol resulting in interference with the rights of other persons, personal injury or damage to property will result in severe disciplinary action, beginning with monetary sanctions, up to and including suspension or expulsion.

In residential areas such as private residence hall rooms, campus apartments, fraternities or sororities, there exists an expectation of privacy; however, in these areas members of the university and their guests are still governed by the federal, state and local laws (or applicable laws for other jurisdictions where Carnegie Mellon operates) and will be responsible for their own behavior. In addition, any actions which violate the law and/or the rights of others, or in some way damage personal or public property, will result in the loss of the above-mentioned privacy rights and will be cause for university intervention and enforcement.

Permission to serve alcoholic beverages at a social activity where students will or may be in attendance can only be obtained through the Dean of Student Affairs. Before permission is given, a dean, department head, faculty member or staff member who is on the exempt payroll must take personal responsibility for ensuring that alcoholic beverages are served only to those persons who are of legal age. Such responsibility may be assumed only after completing the Social Host Responsibility session offered through the Campus Police. This session will be offered periodically throughout the year. Please contact the Campus Police at x82323 for details.

In addition, the following guidelines must be observed for all events:

Social activities at which alcoholic beverages are served must take place in an area that is private or semi-private. Privacy is determined by the ability to control access to the area of the social activity and limit attendance to invited guests only. Alcoholic beverages are not to be consumed anywhere outdoors on the grounds of Carnegie Mellon. Therefore, alcoholic beverages are prohibited at social activities on the Cut, on the Mall, on the fraternity area grounds, on housing grounds, on the athletic field or on any other similar outdoor area either owned or used by the university.

A fee must never be charged for the service of alcohol where prohibited by applicable law or without obtaining the appropriate legal requirements to do so.

Public advertising of events at which alcohol is to be served must not include any reference to alcohol, nor may such events be publicly posted outside of the university community.

This policy is available in full on-line: <http://www.cmu.edu/policies/administrative-and-governance/alcohol-and-drug-brochure.html>