Outside Catering Policy – Clubs/Associations

The preferred caterer for the Fuqua School of Business is Bon Appétit (BA).

BA works in partnership with Fuqua to provide meals and catering at the school. In order to pay their workers a living wage and purchase locally-sourced ingredients, BA needs to maximize both café and catering sales. We prefer all catering be arranged through BA, however, we recognize there are special events and occasions when alternative cuisine is desired. As such, we've incorporated exceptions that provide some flexibility.

Catering Definition and Guidelines:

Catered events can refer to club-sponsored events, symposia, conferences, or other events.

- Food may be dropped off by a restaurant and served by student volunteers or set up by students for self-service.
- Food may be brought in and served by a caterer (buffet, passed dishes, or plated meal).
- Regardless of the type of food or event, it is important to adhere to food serving best practices to protect health.
- The caterers (or event organizers if the catering is a drop-off) are required to clean up and remove the remaining food/beverages at the conclusion of the event.

CLUBS: *For club events*, clubs may use BA or an outside caterer for food. If a club decides to use an outside caterer, no special approval is needed, however **the club is responsible for managing all aspects of providing the food – this includes coordinating to provide setup, linens, utensils, replenishment of food, and clean up.** *Please see Outside Catering Requirements (below) for catering $750 or more.*

> Fuqua Friday*:* If a club is co-sponsoring Fuqua Friday with the MBAA, they must comply with the MBAA rules and defer to the MBAA on whether or not outside catering will be used. MBAA permission is required for outside catering at Fuqua Friday or MBAA-sponsored events (otherwise reimbursement may not be approved).

MBAA: MBAA will use BA for Fuqua Fridays, however, once per term (up to 4 times per academic year) outside catering may be used. For Fuqua Friday, MBAA will use BA for all alcohol and beverages.

Additional coordination and support is needed to distribute food when BA is not used, so clubs should weigh the benefits and tradeoffs of using BA versus using outside vendors for food.

Outside Catering Requirements $750 or more

A list of Duke-approved caterers may be located at: https://eventservices.duke.edu/catering/caterers. Submit the check request **2 weeks prior to the event**.

If the desired vendor is not on this list, then the following conditions apply:

1. You must obtain the **certificate of liability insurance** from the caterer. *Please see an example on page 4 of this document.*
2. You must obtain a copy of their **current sanitation grade** from the health department; the score must be an "A". Scores may be obtained at the following URL:

https://www.dcopublichealth.org/services/environmental-health/general-inspections/inspection-grades

3. Submit the certificate of liability insurance and current sanitation grade along with the check request **2 weeks prior to the event**.

Contracts:

Students are not able to sign a contract on behalf of Duke University or any subsidiary, including clubs. All contracts must be signed by an authorized employee, such as the Senior Associate Dean for Programs, Associate Dean of Finance, or the Associate Dean of Finance & Administration.

Outside Catering Questions

Important questions to consider when using an outside vendor:

- *Do your attendees have any dietary restrictions you need to accommodate?*
- *Who is delivering the food?*
    - Will you be picking it up getting it dropped off, or will the event be catered (restaurant delivers and serves the food)?
    - Who will receive dropped-off food and set it up?
    - How will the food be served (passed hors d'oeuvres, seated dinner service, buffet, etc.)?
- *Consider type of food you are serving, the duration of your event, and how the weather or room temperature may impact food safety.*
    - How will you maintain the temperature of hot food? BA is not able to lend student groups chafing dishes, so be sure your caterer is providing chafing dishes and gel fuel, warming trays, or heat lamps, and personnel to monitor and replenish as needed. All catering electrical needs for warming ovens, warming trays, etc. must be coordinated through the BMO at least two weeks prior to the event date.
    - How will cold food stay cold? Who will replenish the ice, monitor the food left out, and cycle it out when needed?
    - Will your food be compromised by being left out for too long? (e.g., get soggy, moldy, bugs (if outside), etc.). Ensure that someone is responsible for monitoring and replenishing or removing food throughout the event's duration.
- *Will the vendor provide plates, napkins, cutlery, and serving utensils?*
    - Ensure that the number of plates, napkins, serving utensils, and cutlery is enough to serve all attendees.
    - If the vendor is not providing plates, napkins, serving utensils and cutlery, you must purchase these yourself for the event.
- *What set-up do you need for food?*
    - Ensure that you communicate set-up needs for both your food (e.g., tables you need for food/beverages) and event activities (e.g., tables for guests or event activities) to the BMO. (process?)
    - Do you need linens or other table coverings for your food service? These must be arranged prior to your event, not day of.
    - Will your outside catering team need an area to stage their catering prep and refill?

        - **Important Note: Hallways are egress spaces and are not suitable for catering.** If additional rooms (e.g., Jenkins A/B) need to be used, they must be reserved ahead of time.
        - *Catering for 200+ people will typically require additional space.* Adjacent spaces are not guaranteed and need to be taken into consideration before hiring an outside vendor.
    - Will your event require the use of the McClendon Dining Room? Note: This space is **not a reservable space** and it is managed by Bon Appetit. You will need to contract with BA for clean-up of the space if your guests are eating in the dining room.

- *How can you ensure the room is left clean following your event?*
    - Will your food leave behind food on the floor or tables, etc.? Have a plan for accidental spills or stains.
    - All catering equipment and excess food must be removed immediately following the event. The caterers (or event organizers if the catering is a drop-off) are required to clean up and remove the remaining food/beverages at the conclusion of the event. Who in your group or club will stay and clean up?
    - Do you have the proper clean-up equipment?
        - If you are using an outside caterer, you must communicate that to BMO so they are aware. Additional trash cans are required and any extra recycling bins must be requested through BMO when reserving your room and sharing set-up needs: events-bmo@fuqua.duke.edu.
        - Paper towels, disinfectant spray, etc. may be required to clean up your space. You must leave all tables and the event space in clean and tidy condition when your event concludes.
    - Use of outside catering is a privilege. Please ensure the event space is thoroughly cleaned to its pre-function state before leaving.

- *Are you serving alcohol?*
    - All alcohol ordered, purchased or consumed at The Fuqua School of Business falls under the ABC license of Bon Appétit.
    - **Do not bring in outside alcohol. BA must serve alcohol with a bartender**.
    - What type of food (snacks, appetizers, main dishes, etc.) will you provide?
    - **Providing food is MANDATORY when serving alcohol.**
    - Note: Whether food will be provided by BA or an outside caterer, the **alcohol must be purchased through, and served by, BA**. You may have outside vendors providing food while BA serves alcohol.

Important Things to Know Regarding Using BA

- If you have concerns about any of the above – BA is your best choice!
    - You can select a setup and cleanup time with them.
    - BA has all materials on hand to keep food hot or cold and to keep it safely for however long your event lasts.
    - They provide personnel to ensure food safety.
    - They know the building well and can handle set up needs across Fuqua with little oversight on logistics.
    - BA includes napkins, plates and utensils, and service personnel in their price.

    - Clean up is also included.

- You can review menus and place orders using the online Catertrax system. You can also meet with BA to discuss what menu is best for your event: they do have quite a bit of flexibility, if advance notice is given (three weeks or more).
- It can be easier to manage accounting/financials when working with BA, since they can bill directly to a fund code and do not require advance billing. This will minimize out-of-pocket expenses and reimbursement requests, if that is a concern to your club.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Jones Insurance, LLC Nowhere Ln. Durham, NC 27708	CONTACT NAME: Lori Smith PHONE (A/C, No, Ext): 919-555-0233 FAX (A/C, No): 919-555-4025 E-MAIL ADDRESS: LSmith@jones-insurance.com
EMPIR-2 XYZ Restaurant, Inc. Anywhere St. Durham, NC 27708	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Cincinnati Insurance Company — 10577 INSURER B : Accident Fund General Insurance Company — 12304 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 1628234503 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			EPP 012345	3/31/2022	3/31/2023	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			EBA 0132345	3/31/2022	3/31/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N			AF WCP 100012345	1/1/2023	1/1/2024	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N / A						E.L. EACH ACCIDENT	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			EPP 012345	3/31/2022	3/31/2023	Each Common Cause	1,000,000
	Leased/Rented Equipment						Aggregate Limit	2,000,000 250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The General Liability policy includes an endorsement that provides additional insured status for ongoing operations and products and completed operations and an endorsement that provides waiver of subrogation status to the certificate holder and other entities when there is a written "insured contract" between named insured and certificate holder that requires such status. The General Liability policy contains an endorsement providing primary and non-contributory status when a written "insured contract" requires such status. The Auto Liability policy includes an endorsement that provides additional insured status and an endorsement that provides waiver of subrogation status to the certificate holder and other entities when there is a written "insured contract" between named insured and certificate holder that requires such status. The Auto Liability policy contains an endorsement providing primary and non-contributory status when a written "insured contract" requires such status.

CERTIFICATE HOLDER	CANCELLATION
sample	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** AUTHORIZED REPRESENTATIVE *<Insurance Rep. signs here>*