

# Catering Services

## Definition of Catering:

- Catering is food service provided as part of a University-sponsored program by an outside licensed and insured restaurant and /or catering operation. Food is prepared, transported, set out, and/or served by the vendor's employees.
- Approved caterers have submitted the necessary documents to cater events for the University. The list is posted on the Purchasing website.
- Full-service caterers have submitted the necessary documents to cater events which can include the purchase and the service of alcohol for University events. The list is posted on the Purchasing website.

## Catering does not include the following:

- Meals and other food served in an off-campus restaurant and/or catering premise where a University-sponsored program is being held (e.g., a group of University staff eating at a restaurant)
- Food purchased and prepared by University staff/UK Dining (e.g., a group of University staff eating at the Lemon Tree)
- Prepared food (pre-packaged box lunches, sandwiches, cheese trays, pizza, and related items) purchased from a licensed restaurant and/or catering operation and served by university staff on property owned or facilities used by the University. Prepared food may be delivered by the vendor or picked up at the vendor's site by university staff.

## Procedure for selecting Caterers:

- Departments must use UK Dining at the following locations: New Student Center, Blazer, New Commons, and Commonwealth Stadium.
- Departments may use UK Dining or another approved cater at other locations on and off campus.
- All outside vendors who perform catering services on campus must have a signed agreement, a current insurance certificate (including liquor liability for full-service caterers), and a permit to operate on file with the Purchasing department prior to the event.