



Alternative Food Vendor/Catering Request Form

Request for approval due 2 weeks prior to event: email to Catering@alfredstate.edu

Please provide the following information with the request form:

- **Current Health Permit for offsite catering**

In accordance with Allegany County Department of Health guidelines, the sale and distribution to the public of any foods by any student association, faculty or staff unless the foods are prepared in a kitchen that holds a valid health permit. An Allegany County Department of Health permit for Temporary Food Service will be required for all events open to the public.

- **Current Liability Insurance**

All outside vendors must provide a certificate of insurance. Please obtain a copy and attach it to this form. ACES must be listed as the Certificate holder.

Event Date

Organization/Department requesting

Requester Name

Requester's email

Event Location

Number of Attending

Name of food vendor/catering company

Description of Menu

Outside Vendor Menu agrees to bring only the above items listed. All items must be labeled with all the allergens present in or on food, and no substitutions are allowed. Proper handling and cooking must be maintained to avoid any form of cross contamination.

** List all Menu items:*

Requester Signature

Date

ACES Response

Approved or Not Approved

If NOT Approved, Explain Why

ACES Catering Authorizer

Date