

The University of Texas at Arlington Application for On-Campus Catering Service

Date Submitted						
Caterer Information						
Caterer:				DBA:		
Street:						
Suite:						
City:			State:			
Phone:			Website:			
Owner/Contact Information:						
Owner Name:				Owner Phone:		
Owner Email:						
Alternate Name:				Alternate Phone:		
Alternate Email:						
Owner Information						
Insurer Name:			Insurer Phone:			
Caterer has been provided a copy, read and agrees to comply with the UTA Catering Terms and Conditions.				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Caterer would like to be considered for alcohol service at University events.				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
The following items <u>must</u> be submitted with this application:						
<input type="checkbox"/> Current Insurance documentation	<input type="checkbox"/> Menu					
<input type="checkbox"/> Health Inspection Reports	<input type="checkbox"/> Guidelines for food handling and preparation					
<input type="checkbox"/> Certification of criminal background checks						

Submission of this application and required documentation does not guarantee acceptance or permission being given to provide Catering Service at The University of Texas at Arlington. After all documentation has been received and verified as accurate and complete, an "Acceptance" letter will be sent providing valid dates of service. Approval, if granted, is good from the date identified through the next twelve (12) complete calendar months and will expire on the last day of the month indicated. If Caterer desires to continue servicing the University, Caterer must submit a new Application form and updated submittal information within thirty (30) days prior to the expiration date identified in the "Acceptance" letter. A reminder email will be sent to the primary email indicated above. Failure to receive this email does not relieve Caterer of form submission or ability to continue service.

By signature below, Caterer agrees it has been provided a copy, has read and will comply with the UTA Catering Terms and Conditions. Caterer should submit with this application all documents required in the UTA Catering Terms and Conditions, including food handling permits, insurance certificates, certification of criminal background checks, and applicable Texas Alcohol and Beverage Commission licenses.

Printed Name	Signature	Date

*Submit application and required documents via email to: ucrequest@uta.edu

E.H. Hereford University Center Office Use Only					
Date Received:			Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved by:				Date:	