

E.H. Hereford University Center and Commons

Event Catering

Chartwells

Chartwells, or Carlisle Catering, is the on-site food service provider and caterer; Chartwells operates as U.T. Arlington Dining Services. That company will be offered preferential treatment in catering events, meetings, activities, or programs. Additionally, that company, and no other, will be allowed to use on-site facilities and utilities during event food service.

Any event may use an outside food service provider or caterer, but a Food Waiver must be completed and returned to The Commons & University Center Operations office. For an outside food vendor to be certified for on-campus food service, proper insurance needs to be owned by the company, naming UTA as an additional certificate holder. While any company may apply to be a food vendor for on-campus functions, there is a list of approved food vendors maintained in the office or online at www.uta.edu/ucenter.

Alcohol may be served at events after 5:00 PM. The following steps must be taken to gain approval: Completion of an Alcoholic Beverage Request form, which can be obtained in the office or on the website, as mentioned above, and all requests must be approved by Carlisle Catering, Director for The Commons & University Center Operations, and Vice President for Campus Operations and Administration. All alcohol must be served by Carlisle Catering and accompany a food order by the same.