

**YORK UNIVERSITY  
REQUEST FOR USE OF AN OFF-CAMPUS CATERER**

**SECTION I: REQUESTOR'S INFORMATION**

**Please read and agree to all the University's conditions as outlined in Section III of this form.**

Date of Request:.....  
(date of request must precede the date of proposed event by at least 10 days)

Name of Requestor:.....Staff/Student ID number.....

Address:.....

Name of contact:.....Tel #: (.....).....E-mail:.....

**I hereby certify that I am authorized to enter into this agreement. I have read and agree to all the conditions set out in Section III of this form.**

Signature:..... Date:.....

**SECTION II: EVENT INFORMATION**

Event: ..... Sponsored by:.....

Date of Event: ..... Time of Event: From..... To.....

Location of Event: .....

Proposed Caterer Name & Contact Information: .....

.....

York Event  External Event:  Number of Participants: .....

Is the event open to the public? Yes  No  Admission Fee? Yes  \$..... No

Type of Event:

Academic  Dinner/Social  Party/Dance  BBQ/Picnic (attach BBQ Permit)

Athletic  Charity  Religious  Demonstration

Visit of Dignitaries/VIP  Other .....  
(please specify)

Event Requirements:

Describe the "uniqueness" of function and foods to be brought in for this event:

.....  
.....

Are alcoholic beverages required for this function? Yes  Licence #.....No

Service Requirements:

Caretaking services? specify.....

Facilities services (power hook-up, etc)? specify .....

York University Security? .....

Parking Passes?.....

Equipment? Specify: .....

### **SECTION III: UNIVERSITY'S CONDITIONS & AUTHORIZING PROCEDURES**

- i) The land and buildings of York University are private property and the University reserves the right to control access to its campuses, and the use of its space and facilities.
- ii) The University upholds the principles of freedom of speech from intimidation and harassment. All persons having access to, and use of University space, are required to observe the same. Federal and Provincial statutes and municipal by-laws relating to private property and the rights of individuals will apply without conditions.
- iii) Users of space must comply with all University's policies and regulations. Copies of any advertising material must accompany this application. By way of example, and without limiting the generality of the foregoing, users must comply with the University's food and alcohol policies, Pepsi (PBG) exclusive supplier beverage agreement, parking regulations, no-smoking policies, fire and safety requirements, etc. Users shall also comply with all applicable health, sanitary or other laws and regulations, directions and policies of the municipal, provincial or federal government.
- iv) The requestor may **NOT** cater into one of the spaces contractually limited to a current York University caterer (e.g. College Dining Halls) except by prior agreement of Food Services Department and the relevant caterer.
- v) An initial registration fee of \$500 is required and must accompany this application. This will allow the caterer an unrestricted number of catered events for a one-year period. The amount must be maintained at this level throughout the year and will expire at the end of the one-year period. This fee may be used to offset costs, but the user will be required to refund the amount to bring the level of the registration fee up to the \$500 level before permission is given to cater another function on York campus before the one-year expiry period.
- vi) If liquor service is a part of the catering, the caterer must have a current liquor license with a caterer's endorsement and have made the proper notifications within the deadlines to legitimately use that endorsement. Events with liquor service shall abide by Alcohol & Gaming Commission of Ontario regulations and York University's procedures under the Alcohol Policy, including appropriate monitoring for underage drinking, having a guest registry book at the door, having the necessary number of Smartserv trained staff, etc. The number of persons attending a liquor- related event shall be limited to the AGCO's approved maximum for the room reserved for the event.
- vii) The facilities are to be used only for the purpose specified on the application/permit. The application/permit is not transferable to another individual, group or facility. The use of space, including corridors, stairways and aisles, must be in accordance with municipal and University fire and safety regulations. The authorized occupancy of a room may not be exceeded and 'No Smoking' restrictions must be followed.
- viii) Those requesting the use of space are responsible for making necessary arrangements with the Department of Security for any special services. Normally, University security personnel will be in attendance only if their presence is deemed necessary by the University, or if prior arrangement is made by the sponsor/user with the Department. In either case, costs associated with such security arrangements will be charged to the users of the facilities.

- ix) Those requesting the use of space are responsible to arrange and/or pay for clean up and waste removal from the room and from York's premises. Any hazardous materials must be registered with the Department of Occupational Health & Safety Department.
- x) Any vehicle brought on to University property in conjunction with any use of space must be operated and parked in accordance with the York University Parking and Traffic Regulations. Where special parking is required for guests and visitors, arrangements must be made in advance with the Parking Office.
- xi) Persons failing to meet the regulations may have permission for the use of facilities withdrawn, and in the case of not paying the required fees or charges, will be subject to legal action and will be responsible for the costs of such action.
- xii) The Requestor shall provide evidence of public liability insurance for all risks including products and contractual and legal liability with limits of not less than \$5 million and must name the University as additional insured. The Requestor must also present a copy of the GREEN pass issued by the Toronto Public Health Department.
- xiii) The Requestor shall indemnify, defend and hold harmless the University and its employees from all costs, liabilities, claims, damages or expenses due to or arising from any work done or any act of neglect or omission of the caterer or its employees, agents, contractors, subcontractors, and invitees.
- xiv) The applicant shall have adequate fire and theft insurance to cover damage to its own supplies and property which at any time may be on York University's premises.
- xv) SIGNAGE must conform to York University standards. Please note that outdoor mobile signs are not permissible on campus. Any temporary wayfinding signs must be removed within 24 hours of the event by the **sponsoring** group. Temporary signage must be limited to bulletin boards in the local areas as posters are not permitted on windows, walls, etc. Users may be required to pay an additional caretaking fee if posters are not removed or the area requires additional cleaning services after the event.
- xvi) York University reserves the right to cancel a permit or change the date of the permit should the facility be required in previously unforeseen circumstances for academic purposes. An attempt will be made to find suitable accommodation, but this is not guaranteed.

ALL ACCIDENTS AND EMERGENCIES ARE TO BE REPORTED TO THE DEPARTMENT OF SAFETY, SECURITY AND PARKING AT (416)736-5333 AS SOON AS CIRCUMSTANCES PERMIT

Approved by: Manager or Director, Food Services .....Date:.....

If Requestor is a student group

Approved by: Student Affairs Officer ..... Date:.....

Distribution following approval:

- . Applicant
- . Student Affairs
- . Security
- . Facilities Dept.
- . York Caterer (if any)