

Food Contracts

*In rare cases, student clubs might be given permission to bring in food from an off-campus vendor. These would be cases where the food is for a cultural or religious holiday/reason. In these cases, GOURMET DINING may allow that group to bring in food for that **one specific occasion**. The club **MUST then have a Food Contract completed**.*

Steps to take to get a Food Contract

- _____ 1. Start at least 8 weeks before the intended event!
- _____ 2. Set up a meeting with the Assistant Director of Student Engagement, Mustafa Sabuur at mabdussa@monmouth.edu the front office, or by phone (732) 571-3586.
- _____ 3. **After your meeting**, once approved move forward by emailing, the Director of Dining Services of GOURMET DINING AOrndorff@gourmetdiningllc.com, to ask for permission to use an outside food vendor for cultural or religious reasons.
Move forward with the below plans **ONLY if you get their approval **IN A WRITTEN EMAIL**.
- _____ 4. Forward the Direct of Dining Services of GOURMET DINING's email approval to mabdussa@monmouth.edu and kdabney@monmouth.edu. It needs to be attached to your contract.
- _____ 5. Choose a restaurant. Meet with the manager. Let them know that you are a club at Monmouth University and that you want to purchase food from them **WITH A UNIVERSITY CHECK**. Let them know that in order to do this Monmouth has to enter into a **simple contract** with them. **Make sure they are OK with this ahead of time. If they have questions, they can contact the Office of Student Engagement.
- _____ 6. What YOU need to get from them so we can process a contract. (They can give any documents/sensitive information directly to our office if they are more comfortable).

a. **RESTAURANT INFORMATION**

Restaurant Name: _____ Phone Number: _____
Address: _____
Town: _____ Zip Code: _____ Fed ID #: _____
Contact: _____ Title: _____
Will (s)he sign the contract? (Y/ N) If no, name & title of person who will: _____
Fax Number: _____ Email: _____

b. **EVENT DETAILS**

Date of the event: _____ Time of event: _____ to _____
Place: _____

c. **YOUR ORDER INFORMATION**

What are you ordering?

Item	Amount (i.e. 1 tray, 1 quart, etc)	Price

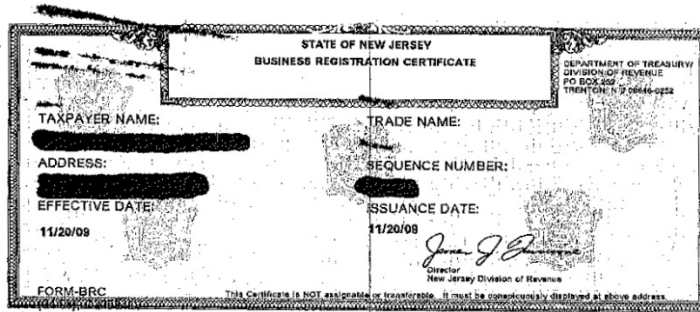
Is there an extra charge for delivery (Y / N) If so, amount: _____

Are you picking up the food yourself? (Y / N)

What is the time and date of the food delivery or pick-up? _____

- d. **DOCUMENTS**- You **NEED** to get a copy of these documents from the business so we can attach them to the contract.

___ **NJ Business Registration**. Some businesses are not certain what this is.



This is it:

___ Latest **Sanitary Inspection Report**. This is usually hanging on their wall. Businesses get a new report every 12 months.



___ Finally, the **contract and W9** that we send them we need back at least **3 WEEKS BEFORE the event!**