

## Outside Caterer Verification

Must be completed fourteen (14) class days in advance

(Date Submitted)

(Date Completed)

Is your event sponsored by a UT Arlington university department?      Yes      No

If so, which department?

Cost Center:

Name of Event:

Event Date and Time:

Event Contact:

Phone:

Email:

Event Location:

Estimated Attendance:

Description of the Event:

List all food/beverages: bottled waters, wrapped snacks, sandwiches, meats, fruits, vegetables, condiments, or attach a menu.

Where will the food/beverages be obtained?

Has the caterer been approved to provide services on campus?      Yes      No      [View list of UTA approved food vendors](#)

Who will prepare the food/beverages?

Name:

Company Name:

Phone:

Email:

How will food/beverages be delivered to the event?

Who will be serving the food/beverages?

Name of Department Head:

Phone:

**No outside food/beverages may be served at any campus event until this form is completed and approved.**

**The completed and approved form must be available at the event.**

**Facility user will be responsible for a 10% catering royalty paid to College Park Center/Texas Hall.**

**For Special Event Facilities Staff Use:**

SEF Official:

Date:

Approve

Disapprove

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

**Please email the completed form to [cpc@uta.edu](mailto:cpc@uta.edu).**