

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 Abdus-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, 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

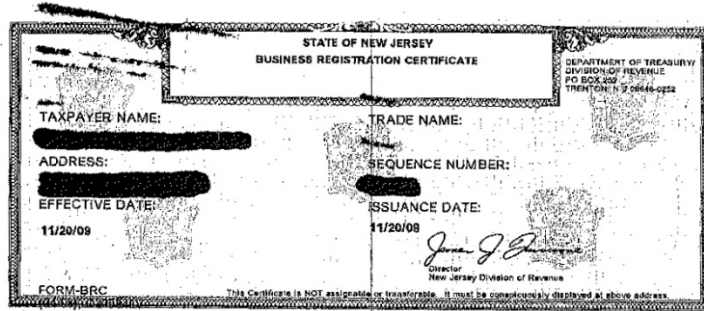
What are you ordering?

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!**