

# Catering Services Policies

## Student Food Events Policy:

All food/beverage is to be catered by the University's Catering Services with these exceptions:

- 1.) Ratified student groups can provide their own cold snack food - CAWSC only.
- 2.) Ratified international student groups can provide one **home-made** hot meal per year - CAWSC only.
- 3.) Ratified student groups can now use an outside caterer only in these circumstances:
  - food is donated
  - proceeds are going to a registered charity
  - letter of confirmation required from the caterer
  - letter of confirmation required from the charity - registration # required
  - CAWSC only

## Outside Food/BBQ Policy:

Any group wishing to book outdoor space (other than the CAW Student Centre Courtyard) must get Approval from Pat Roberts in Facilities Services (ext. 2158 or e-mail: [probrts@uwindsor.ca](mailto:probrts@uwindsor.ca)) in order to ensure that there are no renovations/construction taking place in the area. Then the group is then to contact **Catering Services** (ext. 3276 or 3277) to reserve the space.

To book the CAW Student Centre Courtyard, please contact Dolly Digou in the CAW Student Centre (ext. 3235).

## **Options & Procedures for BBQ Events:**

### **1.) Self Operated:**

Contact the Windsor/Essex County Health Unit (258-2146).

The Health Unit will issue an OK over the phone.

Show your permit to the Catering Office and we will book the space.

You are responsible for all aspects of running the event.

Catering Services will not supply any food or equipment.

OR

### **2.) Run By Volunteers in Conjunction with Catering Services:**

Client is required to purchase food from Catering Services.

Client is required to hire Catering Service's cook(s) to prepare their food.

Client and volunteers can serve the food.

Groups of 100 or less will require one cook for a minimum of 3 hours at a rate of \$27/hour.

Each additional hour is \$27/hour. Overtime will apply if the cook is required to stay over their regular scheduled shift at a cost of \$54/hour.

Groups of 101 to 200 will require two cooks.

OR

- 3.) Order from our Catering Services Dining Package.** ([www.uwindsor.ca/catering](http://www.uwindsor.ca/catering) then click on "Our Menus".)

## UWSA Procedures for Self-Operated BBQ Events

Your student group has four choices as a location for your barbeque event:

- 1) CAW Student Centre Courtyard
- 2) Residence Quad
- 3) In front of the Toldo building
- 4) In front of the Odette Business building

In order to obtain a permit from the Health Unit, you must submit the “Special Occasions Application” to the Student Groups Coordinator, 2 weeks in advance of your event. This Application is currently not available on our website, but will be shortly. For the time being, please visit the Student Groups Coordinator during her office hours (or set up an appointment), to obtain the application form and information on completing the form. The Student Groups Coordinator will fax the form on your behalf to the Health Unit.

You may rent a barbeque from Shinerama by emailing [shine@uwindor.ca](mailto:shine@uwindor.ca) indicating the date you would need the barbeque. You may also rent the hand washing station from UWSA, which is required by the Health Unit in order to obtain the permit.