NJIT University

Waiver Forms

Administered By
Gourmet Dining Service

Name Of Applicant:_____________________________________
Name of Applicant’s Organization:________________________
Date of Application:__________________________________
NJIT
Catering- Statement of Responsibility

Event Name: __________________________________________
Event Date: __________________________________________
Event Location: ______________________________________
Event Coordinators Name: ______________________________
Address/Department: __________________________________
Contact Number: ______________________________________
University Sponsor/Administrator: ______________________

Approval Signature: __________________________________
I have been advised and am aware if the inherent and/or latent danger (including but not limited to: risk of serious injury, the hazards of the even and use of open flam and/or sternos to warm food) of participating in such an activity.

I understand that this is a group program, and that group standards must be observed. I agree that the University shall have the rights to terminate said event for failure to maintain these standards, or for actions or conduct which the University considers detrimental to or incompatible with the interests, harmony, comfort or welfare of the group as a whole. I understand that the University reserves the right to make alterations in assignments and itineraries at any time if deemed necessary.

I do hereby note, understand, and assume responsibility for risks associated with this program of activity. The terms hereof shall to release NJIT from any and all liability for my heirs, executors, assigns and administration.

As a condition of and in consideration of the acceptance of my participations this event, I, the undersigned hereby agrees as follows:

1. To Constantly attend food warmers until the open flam/sterno is fully extinguished. (Sternos are the only permitted heat source)

2. To acknowledge that I am not an agent of NJIT; that I am responsible for my statements, actions, errors and omissions: that I-not NJIT–am solely responsible for my conduct throughout the course of this event.

________________________
Name

________________________
Signature

________________________
Date
Gourmet Dining Services
Vendor Services Information Form:

Name of Establishment: ___________________________

Address:_________________________________________________________
__________________________________________________________

Phone: __________________________________________________________

Email: ___________________________________________________________

Person in Charge: _______________________________________________

Does your establishment employ a person certified in a course Yes/No
on food safety and sanitation?
If yes, please provide a certificate of completion.

Does your establishment possess a vehicle designated and constructed Yes/No
to transport food?
Please Describe:_________________________ License Plate #:_______________________

Does your establishment provide equipment designed to transport and Yes/No
deliver food that maintains safe food temperature
( hot foods 140 degrees/Cold foods 40 degrees F)?
Please Describe:_____________________________________________________________

Does your establishment provide a service attendant that will setup the Yes/No
equipment and food and maintain safe food temperatures.
Please Describe Your On Site Service: ____________________________________________

If you are not providing services on site, does your establishment Yes/No
provide food safety and service guidelines, i.e., heating instructions,
service instructions, shelf life?

Please provide a copy of your most recent Health Inspection Certificate from the town or
county of operation and a Certificate of Insurance evidencing general liability coverage.
A Catering Menu must also accompany this form.

For Office Use Only:

_____ Health inspections Certificate       _____Certificate of Insurance       _____Catering Menu
Gourmet Dining Services: Catering Wavier Form

As part of an agreement between NJIT and Gourmet Dining Services, Gourmet Dining Services has exclusive rights to all catered events on campus. This agreement was met to ensure the quality and safety of all catering functions. Due to this fact, special permission is required for organizations to use an external caterer. Exceptions will only be approved for special circumstances such as donated food and cultural or religious items.

The purpose of this process is to assure that the caterer that you are requesting provides quality service and that the food is prepared and served in a sanitary manner. Please complete the attached Gourmet Dining Services Catering Wavier form to process your request.

Please note the following as you complete your form.

1. All areas must be completed in order for your request to be considered.

2. The most recent Health Inspection Certificate from the town or county in which the caterer operates, Certificate of Insurance and Catering Services Information Form must be handed in all at the same time to the Gourmet Dining Service Office (located on the lower level of the Student Center).

3. Only food that cannot be provided by Gourmet Dining Services is permitted. The only exceptions are for food that is donated at no cost from a certified vendor. For this exception, a letter for a gift in kind for the donation must be presented to GDS.

4. All food must comply with the Food Safety Requirements for Organizations Utilizing University Facilities (included with this form).

5. Resale of food items is not permitted.

6. No food is to be taken from the event. Any leftover food must be disposed of immediately.

It is the responsibility of the student organization or department to ensure that all food and beverage brought into Campus complies with the above policies and the terms of the contract.
Key Provisions of the Outside Caterer:

1. It shall be the responsibility of the catering contractor to ensure that all food, and beverage brought onto property complies with all local, county, and state requirements, specially that of the New Jersey State Sanitary Code, Chapter XII.

2. All premises where food and beverage are prepared must be licensed and inspected by the health authority having jurisdiction where the catering contractor operates.

3. All vehicles used in the transportation of food onto university premises shall be adequate in design, construction, and purpose in order to maintain food at appropriate temperature, and to prevent the risk of any contamination of food.

4. Adequate equipment/provisions must be in place to ensure temperature control of all potentially hazardous foods for storage and service prior to and during the event. (i.e. cold pans with ice water, chafing stands with hear supply.) (Sternos are the only permitted heat source).

   Temperature Requirements:

   Cold Foods (Deli meats, Salads, Dairy, Perishable Desserts)
   40 Degrees F or Less

   Hot Foods (Beef, Poultry, Pork, Eggs, Rice)
   140 Degrees F or Greater

5. Food service shall be provided to offer quantities that allow for fast turnover and proper rotation. Portions of potentially hazardous foods once served shall not be served again, nor distributed to guests for take home use at conclusion of event.

7. Suitable utensils shall be provided for the guest to reduce/minimize manual contact with food.

8. Due to liability purposes, Gourmet Dining Service wants to make it clear that we are not allowed to provide Linens, Utensils, Ice, Ovens, Coolers, or any type of equipment to an outside vendor.