

UCF DOWNTOWN

APPROVED CATERER

UCF Downtown brings thousands of students, faculty, and staff to live, learn and work in downtown Orlando. UCF Downtown is working to develop a campus catering directory to raise awareness of local businesses to campus departments and staff.

UCF departments, schools, and colleges must utilize university-approved caterers for university-sponsored events and programs.

1. Is your establishment interested in becoming a UCF Approved Caterer?

YES NO

2. If yes, please provide the following information about your establishment and attach a catering menu.

Name:

Phone:

Location:

Hours:

Website:

Email:

Serving: Breakfast Lunch Dinner Special Events

Delivery: YES NO

Cuisine: American Cajun Caribbean Chinese Italian Jamaican

Japanese Mexican Soul Spanish Other: _____

Other Services Offered: _____

3. The following attachments are required to become a UCF Approved Caterer.

- Electronic or paper copy of your catering menu
- W-9 for your establishment (see attached)
- Certificate of Liability Insurance naming UCF BOT as additionally insured (see attached example)
- Endorsement showing UCF BOT has been added to your insurance policy (see attached example)

Please complete and return this form and necessary attachments to Tamara.Smith@ucf.edu.