Dear Caterer:

As a matter of institutional policy and in compliance with its program of risk management, George Mason University (MASON) is now requiring food caterers providing catering services within MASON facilities and premises do so under a license that embodies the following main points:

1. Caterers agree to comply with the various safety, health, and sanitation laws and regulations that apply to food catering.

2. Caterers agree to indemnify MASON against any adverse consequences resulting from that caterer’s activities.

3. Caterers agree to carry specific insurance to provide MASON with a certificate of insurance naming “George Mason University Board of Visitors, its officers, officials, employees and volunteers” as an additional insured.

4. Caterers who cater alcoholic beverages agree to comply with applicable local, state, and federal laws and MASON policies as are now applicable or which may be established during the term of this agreement regarding alcoholic beverages within MASON premises. Specific requirements include: 1) required governmental licenses and permits for the sale and serving of alcoholic beverages, 2) completion of Responsible Alcohol Service Training state law requirement, 3) employees catering an event may not be members or affiliates of the organization/department sponsoring the event, 4) that no state funds may be used for the purchase of alcoholic beverages and, 5) carry liquor liability insurance in the amount of $1,000,000.

5. All caterers providing beverages on campus must use Coca-Cola products. Mason has an exclusive beverage contract that requires all campus events sponsored, paid for, or associated in any way, serve only Coca-Cola products. Caterers are required to honor this contract. Those that do not comply with this requirement will be removed from the approved list. It is possible in the future this contract may change and Mason will inform the Approved Caterers as soon as that contract change is implemented.

6. All caterers must be an eVA registered vendor in good standing. All payments are processed through the Virginia Procurement System, eVA. MASON supports SWaM certified vendors.

If you desire to become so licensed, please complete the attached licensing agreement and return it to this office along with required certificate of insurance, copy of current business license and food safety inspection reports. The licensing requirement applies to all catered food events within MASON facilities and premises whether the event is handled-through this office with public funds under the state Procurement Code or whether it is handled directly with private funds.

In granting this license, MASON makes no representations that any licensed caterers will, in fact be selected to provide food catering on the campus; however, the list of licensed food caterers will be distributed to members of the University community for their use in selecting food caterers who are prequalified to cater events on the campus.

Please call 703-993-2840 and ask for Mark Kraner, Executive Director, Campus Retail Operations, Auxiliary Enterprises, should you have questions.

Sincerely,

Jim Russell
Assistant Director, VCO, Purchasing,
Purchasing and Accounts Payable