

Mount Holyoke College

Policy Regarding the Use of Off-Campus Caterers

- Outside caterers may be allowed to provide service for campus staff, faculty, student, alumnae, and an external organization's events only if Dining Services, Blanchard Café, or the Willits-Hallowell Center are not available or not capable of providing a service (i.e. kosher event).
- The use of an outside caterer must be approved by the Director of Dining Services and Willits-Hallowell Center by calling 413-538-2285 or emailing conference@mtholyoke.edu. A minimum of three weeks notice would be required for approval.
- All outside caterers will be required to sign a contract with the College. The caterer will need to show evidence of their Food Service Certificate/Off Premise Catering Permit and ServeSafe Certification. In addition, they will need to provide proof of the following insurance requirements through the issuance of a certificate of insurance:
 - Auto Liability - \$1,000,000 CSL (including owned, non-owned and hired vehicles)
 - General Liability - \$1,000,000 CSL per occurrence / aggregate
 - Workers Compensation – Statutory
 - Employers Liability - \$1,000,000/\$1,000,000/\$1,000,000
- Table and chair rental costs and any fees associated with the set-up/removal of such items are the responsibility of the event organizer.
- All set-up, clean-up, equipment and trash removal will be the responsibility of the caterer.
- Outside caterers will not be allowed to use College dining rooms, kitchens or equipment.
- All outdoor events will need to arrange for an indoor location in the event of inclement weather. The location must be reserved through Conference & Event Services at the time of the initial reservation for the outdoor location.
- The use of tents will need approval from the Director of Facilities Management or his designee. Policies and procedures regarding tents are available at www.mtholyoke.edu/facilities/tents
- Staff, faculty, students, alumnae, and external organizations are not allowed to prepare foods for sale at any event.