

Mosher Alumni House

IMPORTANT CATERING INFORMATION

Campus Catering has the first right of refusal to provide catering for events on campus.

If Campus Catering isn't able to provide catering, please follow the guidelines on the right.

Mosher is not an SB 820 Building, which allows for option 3 on the right.

IMPORTANT LINKS:

[Food & Drink @ UCSB](#)

[Campus Catering](#)

[List of Approved Caterers](#)

[UCSB Food Vendor Permit](#)

[Labor Relations ServiceNow](#)

CATERING OPTIONS

WHEN CAMPUS CATERING ISN'T AVAILABLE

Option 1

You may pick up food and/or beverages from any store or restaurant. No permission required, no food vendor permit required, and the restaurant does not need to be on the list of approved caterers. Pizza and orders under \$150 from an Approved Vendor can be delivered without any additional approval as well.

Option 2

If you want food delivered/dropped off (no set up or serving), then you can order from a vendor on our List of Approved Caterers. After you obtain a quote or invoice from the restaurant, you will need to complete a Food Vendor Permit before your event. For simplicity, please use the DocuSign PowerForm for Food Vendor Permits, and please be sure to attach a copy of the quote.

Option 3

If you want catering services, that includes set up, and serving, in a non SB 820 Building, then in addition to the Food Vendor Permit you must submit an exception request, which can take weeks. Some caterers on the approved caterers list have been "pre-screened" which makes the exemption request a bit quicker. Here are the instructions on how to submit a Covered Services Exception through Employee & Labor Relations:

1. Go to the ServiceNow Portal (link on the left)
2. Click on "Request an Assessment of Your Contracting Need," in the Additional Information box, include all the following items:
 - a) Location of the event
 - b) Date of the event
 - c) Description of caterer services, i.e. setup/cleanup, cooking, plating, and/or serving food or drink
 - d) Confirmation of first right of refusal from Campus Catering (Attach the Catering Services Declined Form)
 - e) Statement affirming that you are using an Approved Caterer, and that such caterer has a signed Covered Service contract with Wage & Benefit Parity via BFS Procurement
 - f) SB820 Certification: "On behalf of __ department, I _____, hereby certify that no covered services will be provided within any campus building or facility within any SB 820 designated building."

Caterers who have been "pre-screened" as of 7/6/23

- ~ Catering Connection
- ~ Country Meat Market & Catering
- ~ Home Plate Grill
- ~ Omni Catering
- ~ Via Maestra 42