

Dear Food Service Provider:

Beginning in the fall of 2017, Wichita State University and its affiliated corporations have adopted a flexible catering policy that welcomes off-campus caterers to provide food service for campus events in most university buildings including the Rhatigan Student Center.



# Preferred Caterer Application

Date: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

### Contact Person

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Business License Number

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### Alcohol License Number (if applicable)

Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Liability Insurance:  Yes  No Expiration Date: \_\_\_\_\_

Please attach a copy of your certificate of Liability Insurance naming Wichita State University and Wichita State University Union Corporation as certificate holders.

Do You Have a Food Handler's Permit For Your Wait Staff?:  Yes  No

This agreement is valid for one calendar year after the date of approval.  
 Please allow 10 business days for approval.  
 You will receive a confirmation email on approval.  
 By signing this agreement, you agree to pay a 10% commission to Wichita State University on food and beverage sales.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

This application may be submitted to Maria Ciski via email, post, fax, or in person.  
 If you have a question or concerns please call (316) 978-3475.

Email: maria.ciski@wichita.edu  
 Fax: (316) 978-3054  
 Address: 1845 Fairmount Box 56 | Wichita, KS 67260  
 Office: Rhatigan Student Center Room 234