CATERING GUIDELINES

I. General Information
   A. The meeting planner is responsible for reserving the room(s) and kitchen for a food function with the Watkins Center Meeting Services, (405) 744-5356.
   B. The meeting planner is responsible for contracting directly with a selected caterer. Food service may be provided by campus catering services (Ranchers Club, Residential Life, Student Union, and High Society Catering) or non-campus caterers on the approved list.
   C. To be approved, caterers must complete an application and send it to the office of Meeting Services, 207 WWC, Stillwater, OK 74078. This application will be forwarded to the Payne County Health Department as part of the approval process. They must also complete and sign the Caterer Agreement and provide copies of all relevant licenses.
   D. If the event has been approved for the service of alcohol, caterers must have a current liquor license and follow all State laws and policies set by Oklahoma State University for the service of alcoholic beverages on campus premises.
   E. The caterer will provide service attendants for all food functions including lunches, dinners, breaks, receptions, and other special food events held in the Watkins Center.

II. Setup Requirements
   Setup for catered events, including refreshment tables, must be arranged by the caterer or the event coordinator. Meeting Services can arrange for setup of dining and buffet tables at a charge. Some events may require special setup by OSU Physical Plant. Please inquire with Conference and Meeting Services.

III. Payment/Fees
   F. Caterers will be charged a percentage (Campus Caterers-5%, Non-campus-10%) of the total catering invoice(s) for all catered food and beverage functions (including alcoholic beverages). Within two weeks following each function, the caterer should send payment and a copy of the invoice, for documentation, to Meeting Services, 207 WWC, Stillwater, OK 74078.
   G. If caterer chooses to pass on the charge specified in III, A to the meeting planner, the charge must not be itemized as a Watkins Center charge.
   H. The meeting planner will be responsible for paying the catering service directly.

IV. Equipment & Usage
   I. Limited equipment, kitchenware, banquet tables, and chairs are available for caterers (see Kitchen Equipment List). Caterers will supply additional items not available in Watkins Center.
   J. The Watkins Center is not responsible for damage to or loss of any items left in the facilities prior to or following any function.
   K. All Caterers will have to check-in upon arrival to be allowed into the kitchen, and will have to check-out at the completion of the event. The Caterer will not be allowed to check-out until a Meeting Services staff person deems the kitchen in proper condition for the next caterer.
   L. Caterers are responsible for the cleanup of all food-related items, including all trash cans used for disposal of such items.
   M. The Watkins Center will not be responsible or liable for catering employees.
   N. Items to be put on any meeting room or lobby walls must be approved by Meeting Services.
   O. No equipment belonging to the Watkins Center is to be removed from the premises.
   P. Breakage of equipment shall be reported to the Watkins Center Meeting Services (405) 744-5356. The Watkins Center reserves the right to bill either the meeting planner or the caterer for breakage and additional cleaning.

These guidelines may be reviewed and altered as needed. Any exceptions must be granted by the Office of International Education & Outreach.