

Vendor Guidelines for Wes Watkins Center Meeting & Conference Services

I. General Information

- A. The customer is responsible for reserving the room(s) for a food function with the Wes Watkins Center Meeting and Conference Services in person or over the phone (405) 744-9359.
- B. The customer is responsible for contracting directly with an approved caterer. Food service may only be provided by caterers on the approved list.
- C. To be approved, vendors must complete an application and send it to the office of Meeting & Conference Services, 207 WWC, Stillwater, OK 74078. This application will be forwarded to the Payne County Health Department and/or the Oklahoma ABLE Commission 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 desired event entails alcohol, an alcohol form must be filled out, submitted, and approved by the Student Union Director or his/her designee. Alcohol service will only be allowed to be served by approved vendors.
- E. If the event has been approved for the service of alcohol, vendors 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.
- F. The vendor will provide professionally attired service attendants for the entirety of all food and/or drink functions including lunches, dinners, breaks, receptions, and other special food events held in the Wes Watkins Center.

II. Setup Requirements

Setup for catered events, including refreshment tables, must be arranged by the customer to fulfill the needs of the vendor and approved by Meeting & Conference Services. Meeting & Conference Services will arrange for setup of dining and buffet tables at a charge.

III. Payment/Fees

- G. As of July 1, 2016 all new vendor applications will be charged an annual fee of \$300.00.
- H. Vendors will be charged a percentage (10%) of the **total event cost** for any catered food function (including alcoholic beverages). Payment should be sent within ten days after the event to Meeting & Conference Services, 207 Wes Watkins Center, Stillwater, OK 74078 with a copy of the catering invoice for documentation.
- I. Kitchen supplies and usage, along with catering supplies and usage, will be available to rent. Each vendor must follow kitchen usage guidelines and expectations. Please speak with Meeting & Conference Services for expectations, prices, and fees.
- J. The customer will be responsible for paying the vendor directly. WWC Meeting & Conference Services is not responsible for direct payment to vendors for catering and/or alcohol services.

IV. Equipment & Usage

- K. Limited equipment, kitchenware, banquet tables, and chairs are available. Please view Kitchen Equipment List for pricing. Vendors will supply additional items not available in facility.
- L. Meeting & Conference Services are not responsible for damage to or loss of any items left in the facilities prior to or following any function.
- M. All vendors will have to check-in upon arrival to be allowed into the kitchen/facility, and will have to check-out at the completion of the event. The vendor will not be allowed to check-out until a Meeting & Conference Services staff person deems the kitchen/facility in proper condition.
- N. Vendors are responsible for the cleanup of all food and drink related items, including items left on dining and buffet tables, and all trash cans used for disposal of such items.
- O. Meeting & Conference Services will not be responsible or liable for vendor employees.
- P. Items placed on any meeting room or lobby walls must be approved by Meeting & Conference Services.
- Q. No equipment belonging to the Watkins Center is to be removed from the premises.
- R. Breakage of equipment shall be reported to Meeting & Conference Services (405) 744-9359, which reserves the right to bill either the customer or the vendor for breakage and additional cleaning.
- S. Extra clean up and related costs will be charged. Please speak with WWC for prices and fees.
- T. Misuse, neglect, not following guidelines, and/or unsafe use of facility or supplies within facility may result in loss of privileges to conduct business and/or vend within Wes Watkins Center.

These guidelines may be reviewed and altered as needed.
Any exceptions must be granted by Meeting & Conference Services.

Printed Name

Date

Signed (Vendor)

Vendor Agreement for Wes Watkins Center Meeting & Conference Services

This Vendor Agreement made this _____ day of _____, 20____, between Meeting & Conference Services and _____, located at _____(address), hereinafter referred to as "Vendor" and Oklahoma State University Meeting & Conference Services at the Wes Watkins Center, hereinafter referred to as "WWC".

- A. WWC hereby grants to Vendor the right to establish and conduct catering and/or alcohol services in the Wes Watkins Center, and the right to use the kitchen facilities and all kitchen inventory. In consideration of such right, Vendor will be charged a percentage (10%) of the **total event cost** for any catered food and/or drink function. Payment should be sent within ten days after the event to Meeting & Conference Services, 207 Wes Watkins Center, Stillwater, OK 74078 with a copy of the invoice for documentation. These payment terms and procedures are effective the day and year first above written. Vendor shall have the right to occupy and use the premises during their scheduled events; provided, however, that the dates and times of said functions are scheduled with the WWC.
- B. Vendor will attach a check for the catering application fee in the amount of \$300.00. This is an annual fee due July 1. Checks are made payable to Meeting & Conference Services.
- C. Vendor will complete a Bursar Account Request Form to establish a bursar account with Oklahoma State University. This account will be billed the 10% for catering/alcohol if total event cost fee is not remitted to the WWC ten (10) days following a catered event at the WWC. WWC will assist Caterer in filling out the form and setting up the bursar account.
- D. Vendor must be registered with the Payne County Health Department, the City of Stillwater, and the state of Oklahoma to obtain all proper federal, state, and local licenses and provide copies to WWC for their file. These copies will be provided prior to caterer serving events on site.
- E. Vendor must check-in with WWC personnel at the time of arrival to be allowed into the kitchen, and must check-out at the completion of the event. Vendor agrees that it is responsible for leaving the kitchen in the same order and condition that it was found prior to the scheduled event. Vendor will not be allowed to check-out until an appropriate staff person deems the kitchen in proper condition. Vendor further agrees to be responsible for any and all damage caused to the equipment due to Vendor's misuse or negligence. Please speak with WWC for prices and fees.
- F. Meeting & Conference Services does not provide silverware, glassware, utensils, pots, pans, etc. WWC does provide cloth rental and table decorations if arrangements are made in advance. The customer shall be responsible for making such necessary arrangements with Vendor concerning these details. Vendor is responsible for disposing of any throwaway or disposable items from the room(s) rented. Meeting & Conference Services will supply trash bags and containers for such clean up. Vendor is responsible for cleaning up any tabletop items that it has furnished. Any leftover food or dirty dishes, also furnished by



Vendor, shall be removed from the facility as soon as possible after the function. Vendor further agrees to be responsible for any and all clean up related to provided food and alcohol items by Vendor and related prices and fees will apply if clean-up is not complete upon check-out and exit from the facility.

- G. Vendor agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon; and to indemnify and save harmless to WWC and all their employees and agents against any and all claims of loss, injury or damage to persons or property, including claims of employees of Vendor or any contractor or subcontractor, arising out of or in any way connected with the activities conducted by Vendor, its employees, subcontractors, or agents. Vendor further agrees to be responsible for any and all damage caused to the equipment due to the vendor's misuse or negligence. Please speak with Meeting & Conference Services for prices and fees.
- H. Except as provided herein, the cost of maintaining that portion of the premises where the event is located shall be borne by WWC, Oklahoma State University, and the State of Oklahoma. WWC shall pay for utilities used in connection with the catering.
- I. Vendor agrees to be bound by and comply with any and all rules and regulations made by Meeting & Conference Services during vendor's occupancy of the premises.
- J. Vendor shall provide a certificate of insurance to Meeting & Conference Services which provides at least a \$1,000,000 in general liability coverage (\$100,000 per occurrence) protecting Vendor from any and all claims and causes of actions and which extends to Meeting & Conference Services. Such general liability insurance shall further indemnify WWC against any liability to third persons arising out of injuries suffered by reason of or in any way connected with the activities of Vendor, its agents, invitees, or guests.

IN WITNESS WHEREOF, the parties have executed this Vendor Agreement the day and year first above written.

Printed Name

Signed Oklahoma State University –
M&CS Wes Watkins Center

Printed Name

Signed (Vendor)



Application for Catering and Alcohol Service in the Wes Watkins Center

Vendor _____
 Address _____
 City _____ State _____ Zip _____
 Telephone: Work () _____ Mobile () _____
 Fax () _____ E-mail _____
 Owner _____ FEI # _____

How many people are you capable of serving? _____

Are you a licensed caterer in Payne County?	YES	NO
Do you have an off-site liquor license?	YES	NO
Do you have liability insurance?	YES	NO

If YES, please attach a copy all license(s) or insurance certificate(s) you have obtained with their expiration dates for our records.

Do you agree to comply with Vendor Guidelines, Vendor Agreement, and facility guidelines attached, including payment of the fees described therein?

YES NO

Signature	Date	Company Name
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Please return to:
 Meeting & Conference Services
 207 Wes Watkins Center
 Stillwater, OK 74078-7064

This portion is to be completed by the
 PAYNE COUNTY HEALTH
 DEPARTMENT

APPROVED _____

NOT APPROVED _____
 (please initial for approval)