



This Catering Agreement (“Agreement”) is entered into by and between:

Oregon State University
The Memorial Union
Attn: MU Guest Services Officer
MU 112
Corvallis, OR 97331-5004
541-737-2416
charlie.beckers@oregonstate.edu
(Hereinafter “OSU”)

And Business Name:
Contact Name and Title:
Address:
City, State, ZIP:
Phone:
Email:

(Hereinafter “Caterer”)

In accordance with the terms and conditions contained herein, this Agreement covers the relationship between Caterer and OSU for events (“Event”) hosted in the Memorial Union (“MU”), the MU Quadrangle (“MU Quad”), the MU Brick Mall, the Student Experience Center (“SEC”), or SEC Plaza, and in no way constitutes a guarantee of purchase of good and services.

For the Purposes of this Agreement, “Catering” is defined as the preparation, delivery, and/or on-site service of food and beverages by a licensed food service provider or mobile food unit for a meeting, event, or activity hosted on university-owned or -controlled property. Catering includes any food service where a vendor provides, sets up, and/or serves food or beverage products for consumption by attendees. This Agreement does not cover Mobile Food Units.

A. TERMS AND CONDITIONS

1. Term. The Term of this Agreement is from **July 1, 2025 to June 30, 2026** and is effective as of the date of the last signature.
2. Termination. This Agreement may be terminated, at any time, by mutual written consent of both Parties; upon 30 days’ written notice by either Party; by failure of Caterer to meet all requirements outlined in Sections A.3, A.4, A.5, A.6, and Attachment A of this Agreement; or by a breach of any of the terms, conditions or general provisions of this Agreement.
3. Financial Considerations. Caterer will pay a facilities fee equal to 7.5% of the food and beverage sales for the each Event. This facilities fee covers the incurred costs of MU custodial staff labor, cleaning, trash removal, and wear and tear on facilities due to food consumption. Caterer will provide an itemized reporting/invoice for the Event to OSU in addition to a check payable to the Memorial Union no later than 30 days past the Event. If Caterer fails to provide these within this time, OSU may, at its sole discretion, suspend this Agreement with the Caterer until payment is received. After 45 days, OSU may assess the overdue account 2/3 of 1% per month or 8% per annum on the outstanding balance.
4. Caterer Mandatory Requirements.
 - a. Caterer agrees to fully abide by all the General Terms of Use for Access to University Facilities in Attachment A.

- b. Caterer must possess a valid, and current, Benton County, or reciprocal restaurant license. A copy of the restaurant license must be on file with the MU.
 - c. Caterer shall provide proof of insurance meeting the requirements described in Section 12 of Attachment A. OSU may require additional insurance for events with elevated risk (<https://risk.oregonstate.edu/events-activities>). A copy of the current Certificate of Insurance (COI) must be on file with the MU and be valid for Term of this Agreement.
 - d. Caterer shall obtain, prior to providing service(s), a Benton County Temporary Restaurant License for each Event open to the public (<https://health.bentoncountyor.gov/food-safety/>). Applications must be submitted to Benton County 10 days before the date of the Event. Caterer must provide a copy of the Temporary Restaurant License to the MU Guest Services Office via email to reservations@oregonstate.edu. OSU criteria for food and beverage service as well as criteria for exemptions for Temporary Restaurant Licensure can be found at the MU Catering website (<https://mu.oregonstate.edu/catering>).
 - e. Caterer recognizes that OSU has exclusive agreements with certain corporate sponsors which may prevent Caterer from bringing certain products or items into OSU's facilities. Only Pepsi brand soda, water, and juice products are allowed. Any brand of soft drink, juice, or energy drink that has a comparable Pepsi product is not allowed. A list of Pepsi products can be found at: <https://pepsibrattleboro.com/wp-content/uploads/2024/04/leader-distribution-systems-beverages-2024-0417.pdf>
 - f. Caterer is responsible for developing and making their food service fully compliant with Benton County Health Regulations (<https://health.bentoncountyor.gov/food-safety/>), which includes, but is not limited to:
 - 1) Temporary restaurants that require advanced food preparation prior to the Event must operate from a licensed restaurant. Otherwise, food must be prepared at the Event site; under Oregon Food Sanitation Rules, no home preparation or storage is allowed.
 - 2) Adequate hot-cold holding equipment (e.g., sternos, heat lamps, steam table, extra power, fuel, ice, insulated transport units, etc.). Potentially hazardous foods must be kept cold at 41 degrees F or colder or kept hot at 135 degrees F or hotter.
 - g. Caterer is responsible for the setup and takedown of any Caterer provided equipment for use in the provision of their services at each Event. The Caterer is responsible for MU pantry clean-up (if applicable), including cleaning of all OSU equipment used. All recyclable items and trash should be disposed of in proper recycle/trash bins within the allocated Event space. Caterer is additionally responsible for the removal of all leftover foods and serving items provided by the Caterer immediately following the conclusion of an Event.
5. Caterer Alcohol Service Requirements.
- a. Caterer is responsible for complying with Oregon Liquor and Cannabis Commission (OLCC) regulations, local laws, and OSU Standard 07-005 Alcohol Service Policy

(<https://risk.oregonstate.edu/alcohol-service>). The Caterer must have a current OLCC Alcohol Service Permit and must be registered with OSU Insurance and Risk Management Services at least 21 days prior to the Event in order to be permitted to serve alcohol. ***Hard alcohol service is not permitted.***

b. Alcohol service is restricted to approved areas/event spaces in the facilities designated by MU Guest Services staff. Caterer shall obtain approval from MU Guest Services staff for its placement of bars and alcohol service for the Event.

6. Caterer Additional Requirements.

a. Servers provided by Caterer must meet all Oregon Healthy Authority regulations

(<https://health.bentoncountyor.gov/food-safety/>) and possess a valid food handlers permit (Food Handlers Card), issued by a County Health Department.

b. For large Events (events with more than 100 guests), Caterer agrees to provide servers to serve food and maintain cleanliness of buffet tables.

c. At the discretion of OSU, Caterer may be responsible for providing servers at public events held in large event spaces to include: The MU Ballroom, MU Main Lounge, MU Horizon Room, The SEC Plaza, MU Brick Mall, and the MU Quad.

d. Except for those locations identified under this Agreement, Caterer must enter into a separate agreement with OSU.

B. GENERAL PROVISIONS

1. Site Standards. While acting under this Agreement, Caterer shall comply with generally-accepted community standards of good taste and in accordance with the terms provided in Attachment A, as applicable. The determination of OSU will be conclusive on this issue.

2. Non-Discrimination. Neither Party will discriminate on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran or military status or on any other basis protected by federal and/or state law.

3. Assignment. This Agreement is non-assignable and non-transferrable.

4. Merger. This agreement constitutes the complete, final and exclusive agreement between the parties with respect to the subject matter hereof. There are no understandings, agreements or representations, oral or written, not specified herein regarding this agreement. This agreement supersedes all prior or contemporaneous contracts, warranties, agreements, representations or understandings, if any, written or oral. No waiver, consent, modification or change of terms of this agreement shall bind either party unless in writing, clearly identified as a waiver, consent, modification or change of terms of this agreement, and signed by the party against whom it is to be enforced. Any such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.

ATTACHMENT A
OREGON STATE UNIVERSITY GENERAL TERMS OF USE FOR UNIVERSITY FACILITIES
VERSION MARCH 6, 2025

ACCESS TO PREMISES

1. **Accessing PREMISES:** In OSU providing to another party or entity (hereafter "PERMITTEE") access to an OSU Facility (hereafter the "PREMISES"), OSU, its officers, agents, and employees maintain the right to enter any part of the PREMISES at any time and on any occasion. OSU does not relinquish its rights to control the management and operation of the PREMISES, including its rights to enforce all federal, state, county, and city laws/ordinances and any OSU policies or standards applicable to the PREMISES.
2. **Access to Others for Other Events:** Unless otherwise specified in writing, OSU shall have the right to permit access to others to the PREMISES by scheduling other events in multiuse PREMISES both before and/or after the dates and times of PERMITTEE access and at the same time as the PERMITTEE's event in other locations on campus, without notice to PERMITTEE.
3. **Removal of PERMITTEE:** OSU reserves the right to deny access of PREMISES by removing PERMITTEE from the PREMISES at any time for reasons including but not limited to: if PERMITTEE'S use of the PREMISES is not conducted in a manner as proposed, if PERMITTEE'S use of the PREMISES threatens the safety of people or property, and/or if any laws, ordinances or OSU policies are violated. Upon exercise of this authority, the PERMITTEE waives any claims for damages or compensation against OSU, its trustees, officers, employees, and agents.

CARE OF PREMISES

4. **Defacement of PREMISES:** The PERMITTEE shall not injure or in any manner deface the PREMISES and shall not cause or allow the PREMISES to be injured or defaced, including, but not limited to, the use of nails, hooks, tacks, or screws in any part of the PREMISES without written permission of OSU.
5. **Installation/Construction of Structures:** PERMITTEE shall not install or construct any structures in/on the PREMISES without prior written permission of the Facilities Manager, or their designee, for the PREMISES. OSU reserves the right to impose any requirements needed for installation or construction of approved structures.
6. **External Equipment:** PERMITTEE must inform Facility Manager in advance of all equipment it plans to bring to the PREMISES to use for its event, including but not limited to production equipment, amplifiers and lighting, electronics, generators, sound systems, etc. ("External Equipment"). OSU reserves the right to control the type of External Equipment used in the PREMISES in order to comply with local regulations, laws and OSU policies and ensure the safety of people and property. PERMITTEE shall obtain written approval from the Facilities Manager or their designated representative to use External Equipment, if any, prior to PERMITTEE'S use of the PREMISES.
7. **Occupancy Loads:** PERMITTEE shall not exceed occupancy loads of the PREMISES. PERMITTEE will be responsible for any fines or penalties for violation of occupancy codes.
8. **Clean Up of PREMISES:** PERMITTEE's obligation under this section shall be in addition to any services regularly provided by OSU's custodial staff/contractors. PERMITTEE shall keep the PREMISES clean and generally cared for during use and PERMITTEE is responsible for restoring the PREMISES to the condition they found it, which includes but is not limited to trash picked up and placed in designated receptacles, and equipment, tables and chairs put back and arranged in a manner in which they were found. Events that include distribution of literature requires clean up within 500 feet of the PREMISES for discarded materials. If materials are not cleaned up, the PERMITTEE will be charged for actual clean-up cost and for any additional fees, which may be applicable.

INDEMNITY & RESPONSIBILITY FOR PREMISES

9. **Indemnity:** PERMITTEE shall release, indemnify, and hold harmless OSU, its trustees, officers, employees, and agents from any and all claims and liabilities (including costs and attorneys' fees) arising out of or in connection with use of OSU PREMISES.
10. **Responsibility For Loss and/or Damages:** PERMITTEE shall be responsible for all loss and damage to any property, injury to persons, expense, inconvenience, and delay which may be caused by, or result from, the PERMITTEE's use of the PREMISES, or from any act, omission, or neglect of PERMITTEE, committed with or without the knowledge or consent of the PERMITTEE or any person acting on behalf of PERMITTEE. If, during the terms of the Agreement, the PREMISES or any portion of the PREMISES are damaged by the act, default, or negligence of the PERMITTEE or its agents, employees, patrons, or any other

person or persons admitted to the PREMISES by the PERMITTEE, the PERMITTEE shall pay to OSU, upon demand, such a sum as shall be necessary to restore the PREMISES to its original condition. PERMITTEE shall be responsible for any Assumption of Risk or Waivers necessary for PERMITTEE's event.

11. **Responsibility For Loss and/or Damages to Property of Others In/On PREMISES:** OSU assumes no responsibility whatsoever for any property of others placed in/on the PREMISES, and OSU, its officers, agents, and employees are hereby expressly-relieved and discharged from any and all liability for any loss, injury, or damages to persons or property that may be sustained by reason of occupancy or use of the PREMISES by PERMITTEE. OSU shall have the sole right to collect and retain custody of property left in/on the PREMISES not collected by PERMITTEE during clean up. PERMITTEE shall not interfere with the collection or custody of such property left in/on PREMISES.
12. **Insurance:** PERMITTEE shall secure at its own expense and keep in effect during the period related to use of the PREMISES, general liability insurance with a minimum limit of \$1,000,000 per occurrence or \$2,000,000 per occurrence for PREMISES use with [Elevated Risk](#). Oregon State University, its trustees, officers, employees, and agents shall be included as additional insured on the required liability insurance. The policy must be issued by an insurance company permitted to do business in Oregon, with a minimum A.M. Best rating of A-VII. All events and activities involving unaccompanied minors (under age 18) require physical/sexual abuse and molestation (SAM) liability coverage with a minimum limit of \$2,000,000 per occurrence. Liquor liability insurance is required for all events with alcohol. Certificates of Insurance and any applicable endorsements shall be provided as proof of required insurance prior to PERMITTEE'S use of the PREMISES. OSU reserves the right to require additional insurance based on risks associated with PERMITTEE'S use of the PREMISES.

STANDARDS, POLICIES AND LAWS

13. **Weapons and Destructive Devices:** Possession, use, or threatened use of dangerous chemicals, weapons, or destructive devices, are not allowed on property owned or controlled by OSU except as expressly authorized by law or authorized in OSU Standard 576-065.
14. **Smoking:** In accordance with University Standard 07-020, smoking and tobacco use is prohibited on OSU property.
15. **Alcohol:** Alcohol service at all OSU events/activities and properties under OSU control are governed by OSU Standard 07-005 and MUST be registered with OSU Insurance and Risk Management Services 21 days prior to your event (<http://risk.oregonstate.edu/alcohol-service>).
16. **Gambling:** Gambling in any form is prohibited.
17. **Youth Safety and Compliance:** All events and activities involving minors (under age 18) must comply with OSU Policy 07-040 Safety of Minors, which includes a requirement to register university-operated or university-hosted youth programs with the Office of Youth Safety & Compliance. Registration can be completed online at <http://youth.oregonstate.edu>. PERMITTEE must comply with all background screening protocols and selection of all its employees/volunteers/agents under PERMITTEE's control, and incident reporting and escalation protocol requirements as outlined at (<https://youth.oregonstate.edu/policyresource/incident-reporting-and-escalation>).

RIGHTS AND TRADEMARKS & ENDORSEMENT

18. **OSU Logos and Trademarks:** PERMITTEE may not use, sell, or display OSU logos and trademarks without prior written permission from the OSU University Marketing office. This includes use in advertising brochures or press releases.
19. **Recording on Campus:** If PERMITTEE's activities include producing television, online or radio documentary or entertainment content about OSU or featuring OSU people, PERMITTEE must notify University Relations & Marketing's Oregon State Productions office of such planned activities.
20. **Endorsement:** Authorized use of PREMISES or services in no way constitutes OSU endorsement of PERMITTEE, its views, objectives or program content.

MISCELLANEOUS

21. **High Profile Invitees:** PERMITTEE is required to inform the Facilities Manager for the PREMISES in advance if the event includes the attendance of high profile individuals such as celebrities, dignitaries, politicians, etc.. Additional costs borne by OSU to accommodate such individuals, if any, shall be the responsibility of PERMITTEE and OSU shall invoice PERMITTEE for reimbursement of such costs.
22. **Diversity:** PERMITTEE shall comply with OSU policies and guidelines in its commitment to respect Diversity. As a higher education institution with a diverse community, OSU affirms its commitment to the prohibition of discrimination and

harassment and to the protection of equal opportunity for all. Every event at OSU shall create and provide a positive, safe, and respectful environment in alignment with OSU's strategic plan involving diversity.

23. **Relationship of Parties:** Nothing in this Agreement shall be deemed to make OSU and PERMITTEE partners or joint venturers or to create a relationship of principal and agent between them. PERMITTEE is not to be considered an agent or employee of OSU for any purpose, and neither PERMITTEE nor any invitees of PERMITTEE are entitled to any of the benefits that OSU provides for its employees. PERMITTEE will be solely and entirely responsible for its acts and for the acts of the invitees of PERMITTEE during the time of this Agreement.
24. **No Third-Party Beneficiaries:** OSU and PERMITTEE are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.
25. **Force Majeure Event.** Neither party shall be responsible nor liable for any losses arising out of any delay in or interruption of the performance of its obligations under this Agreement due to acts of God, strikes, lockouts, riots, acts of war, terrorism, epidemics, pandemics, or other health emergencies, governmental regulations, fire, severe weather conditions, flight delays, or other causes beyond the reasonable control of the party so affected at the time such causes arise (a "Force Majeure Event"). If delay due to a Force Majeure Event continues for an unreasonable time, then OSU is entitled to terminate the Agreement without penalty.
26. **Governing Law and Venue:** This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon, without giving effect to the conflict of law principles thereof. Any action or suit brought by the parties relating to this Agreement shall be brought and conducted solely and exclusively in the Circuit Court of Benton County for the State of Oregon. Customer hereby consents to the in personam jurisdiction of such courts, waives any object to venue in such courts, and waives any claim that such forum is an inconvenient forum.

**Attachment B
Caterer Public Information Disclosure**

The Memorial Union Caterer Information

This information will be displayed on the OSU MU Guest Services web site to allow departments, organizations and clubs to contact you to purchase catering services during the course of this Agreement. Your information can be viewed at any time by visiting:

<https://mu.oregonstate.edu/catering>

Caterer Name (DBA): _____

Contact Person: _____
Last Name First Name MI

Address: _____
Street Address Suite # (if Applicable)

_____ City State Zip

Phone: (____) _____ Email: _____

Fax: (____) _____ Website: _____

OLCC License No.: _____ Expiration Date: _____

Brief description of company (for potential use in promotional materials & OSU Memorial Union Website):

