To become an approved outside caterer on the campus of UTA, it is important to follow the procedures and guidelines outlined below, that are required by the University of Texas at Arlington and the UT system. These cannot be waived.
Please follow these instructions and submit everything to ucrequest@uta.edu for review.

1. Visit the Event Catering website (https://www.uta.edu/campus-ops/student-centers/vendors) for all resources on catering, food trucks, and regulations pertaining to safety standards and approvals.

2. On the website, click New Caterer Application (https://cdn.web.uta.edu/-/media/project/website/campus-ops/student-centers/dining-vendor-forms/catering-application.ashx?revision=0c452e57-ecda-4596-b322-ab48164b4239) and fill out all entries for submission.

3. Submit a complete Certificate of Insurance (COI) including each of these items:

    a) Comprehensive General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal and Advertising Injury, Completed Operations/Products Liability, Medical Expenses, Interest of Employees as additional insureds and Broad Form General Liability Endorsements, for at least One Million Dollars ($1,000,000) per occurrence on an occurrence basis
    b) Comprehensive Automobile Liability Insurance covering all owned, non-owned or hired automobiles to be used by Caterer, with coverage for at least One Million Dollars ($1,000,000) Combined Single Limit Bodily Injury and Property Damage.
    c) Workers' Compensation Insurance with statutory limits, and Employer's Liability Insurance with limit of not less than One Million Dollars ($1,000,000) per accident or disease. Policies must include All States Endorsement and a waiver of all rights of subrogation and other rights against the University. However, for owner-only operations, this may be waived. If you opt to waive Workers' Comp Insurance, a letter of waiver of liability is required to state that the business is self-funded, and relieves the UT System and The University of Texas at Arlington of any liability.
    d) List UTA as an additional certificate holder with this address in the lower left corner of the COI:
    The University of Texas at Arlington
    Box 19330
    300 W. First Street
    Arlington, TX 76019

    e) In the Description of Operations box, attach this clause:
    "The Board of Regents of The University of Texas System, The University of Texas System and The University of Texas at Arlington, their officers, directors, employees and agents."

4. Submit a statement on your letterhead of your process for Criminal Background Checks on your employees (i.e., all new employees have a check done upon employment and are done annually, etc.). We do not need actual reports. For owner-only operations, this may be waived. If you opt to waive Criminal Background Checks, a letter of waiver of liability is required to state that the business is self-funded, and relieves the UT System and The University of Texas at Arlington of any liability.
5. Submit a copy of your last City of Arlington Food Inspection Report or Report Summary.
6. Submit a copy of your Food Handling Permit or Food Manager's Certificate.
7. Submit a copy of your menu for review.

Once everything is received, our department will make additional requests and/or adjustments only as needed and will confirm acceptance if all documents meet university standards. At that point, you will be added to our Approved Vendor list on UTA's website and will be clear to become an on-campus caterer at the request of departments and organizations at UTA.