

Delaware Technical Community College  
Terry Campus  
Catering Approval Form

Events held at the Terry Campus in which the Delaware Department of Health and Social Services, Division for the Visually Impaired, Business Enterprise Program is not the preferred vendor, will require approval by the Terry Campus Vice President & Campus Director.

Per the Food Services Agreement dated 08/17/16: Client reserves the right to engage another food service provider for catered events if: (a) the external organization has specifically requested its own caterer; or (b) the College determines, after negotiations, that it cannot reach agreeable terms, including price, with Delaware Department of Health and Social Services, Division for the Visually Impaired, Business Enterprise Program only. Only the Vice President and Campus Director is authorized to determine that a food service operator other than Delaware Department of Health and Social Services, Division for the Visually Impaired, Business Enterprise Program will be engaged pursuant to the terms of this paragraph.

Requestor: \_\_\_\_\_

Date of event: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Caterer Selected: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Approval:    YES    NO*

\_\_\_\_\_  
*Vice President & Campus Director*

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