

DO I NEED A CONTRACT?

Is the event on campus?

YES

NO

Is it self service?

YES

No, you do not need a contract

NO, There will be caterers serving - you will need a **PURCHASE ORDER** (obtain from Student Services)

Will there be 29 or MORE attendees?

YES

Will there be food?

YES

YES, you do need a contract, regardless of whether or not there will be alcohol. Also, the receipt **MUST** be itemized with food and alcohol **SEPARATED.**

NO

NO, you do not need a contract, but the receipt must say "ALCOHOL ONLY" - **UNLESS** The restaurant has its own contract that needs signing, **IN WHICH CASE** YES, you will need to have a contract signed by the Business Office (Student Services will facilitate)

Will alcohol be served?

YES

NO

The caterers **MUST** have a liquor license and provide a **Certificate of Insurance (COI)**, in addition to the purchase order.

Then the **PURCHASE ORDER** will suffice.

NO, you do not need a contract, but the receipt must say "ALCOHOL ONLY", if alcohol is consumed.