All meals are Kosher certified by Rabbi Aharon Simkin and can be either Meat or Dairy. Any Parve item can be served at either a meat or dairy event. See Policy.
1. Touro University Food Service (TUFS) provides daily meal service and catering services for faculty, staff, and students on and off campus. TUFS food service is certified kosher by Rabbi Aharon Simkin. All meat meals are glatt kosher. Dairy meals may be stam chalav, chalav yisrael dairy products are available on request. TUFS has exclusive rights for food service, both on the Mare Island California campus and at Touro University and affiliated organization sponsored events. No other outside entity may provide kosher or non-kosher catering services without written permission from the Provost and Rabbi Simkin.

2. Please check the Touro University Events Procedures for all event planning procedures.

3. Once the space for the event has been reserved, groups will contact TUFS. Campus Catering Menus and Catering Forms are available on A/V Share, Blackboard, or through the Student Services Office. Fill out the Catering Form and email it to TUFS. It will be priced and returned to the group for processing the payment by PO or cash/check/credit card. A sample Catering form is on page 4.

4. Food Service requires a two-week notice for all campus events. Events less than two weeks will only be considered with Asst VP approval. All events are subject to TUFS approval and kitchen availability. Menu choices may be limited.

5. A minimum of 10 people are required for any catered event from TUFS, any exceptions will be evaluated on an individual basis. Large events will require meetings with TUFS staff.

6. Payment: Faculty or staff MUST obtain a purchase order from Fiscal Affairs. TUFS will not proceed with the event until that purchase order number (PO#) has been secured. It is the responsibility of the requesting party to give TUFS the PO# prior to the event. Food Service is not responsible for tracking down PO#s. TUFS Service will not provide any services without a PO# unless groups have written authorization from the Senior Provost.

   Upon completion of the event, the group will receive an invoice by email within 1 week from TUFS. The invoice should then be attached to the PO and sent for processing by Fiscal Affairs. Should the invoice amount be greater than the purchase order, the group will process an addendum purchase request, and then submit that PO to Fiscal Affairs, giving that PO# to TUFS.

   Student groups or other groups can pay for catering by cash, check, debit card, or charge card (VISA, Master Card, American Express or Discover). Payment will be due within 10 days or future events may need to be paid for up front. The payment is to be sent to TUFS, Farragut Inn, Room 100, 1750 Club Drive, Vallejo, CA 94592.

7. Guarantees for all TU events: A guaranteed guest count must be given (5) working days prior to the event. Should the contracting party not advise TUFS of a final count, the original count will be used and then billed to the group.

8. Cancellations – If a scheduled event is canceled within 24 hours of the requested delivery time; the reserving party will be responsible for payment in full to TUFS. If a canceled event has been quoted an additional 18% staffing charge for after hours labor that fee will be waved along with any delivery fees.

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9. **Decoration & Design of Events** - TUFS is solely responsible for the decoration and design for the areas it intends to serve food or beverages. TUFS will gladly coordinate event themes and needs by appointment during the pre-event consultation. Any additional decorating or event coordination needs will result in additional charges to the event invoice, and will be looked at on a case by case basis.

10. **Alcohol** - Due to the highly restrictive state laws for alcohol service, all catering clients must adhere to TU-CA's alcohol policies. For student groups, approval for use of alcohol must be obtained from the Associate Dean of Student Affairs. If approval is granted, the group is responsible for obtaining an alcohol permit and liability insurance. The Dean of Students will provide information on how to secure these items. Additionally, depending on the size of the event there may be a charge for additional security.

11. **Dairy vs. Meat Meals** - Meat meals need to be delivered and set up by our Mashgiach. Non-meat or vegetarian catered meals do not require a Mashgiach.

   There must be at least one hour between the service of dairy and meat meals. Therefore, if there is breakfast (dairy), any unused food, utensils and tablecloths must be picked up at least one hour before the start of the lunch (meat) and changed.

12. **Unused Food** - Due to regulations of the Health Department and in line with catering industry standards, any food not consumed at the event may not be removed except by TUFS staff. No credit will be given for unused food or under attended events. TUFS purchases many of our products from outside kosher vendors. Should a vendor fail to deliver an order in a timely fashion, we reserve the right to substitute a comparable menu item.

13. **Event Labor** - TUFS staff is responsible for daily food service which includes operating the Farragut Grab & Go, Lander Hall Café, Lander Hall Coffee Cart, and all vending machines. Events that require extra staff to assist with passed, plated, or buffet events will incur an 18% additional labor charge. This charge will always be applied to after-hours or off-site events. **After-hours starts @ 4:30 PM weekdays and Saturday and Sunday**. A Mashgiach (kosher overseer) must be in the kitchen at all times during hours of operation. His services are required at events where meat or fish is being served. If we are not catering the event, a charge of $25 per hour Mashgiach fee will be charged.

14. **Linen** - All food must be placed on some type of table covering, according to the kosher standards. TUFS provides white linen table cloths at $5 each.

15. **Delivery Charge** - All events taking place outside of the Farragut Inn, but on campus are charged a $15 delivery and set up charge for events with 50 individuals or less. Additional charges for groups larger than 50 will be negotiated at the time of the contract. Any delivery for off campus events will have a minimum delivery charge of $60. Food may be picked up if groups choose to avoid this charge pending approval of TUFS.

16. **Charity & Fundraising Events** - TUFS is happy to help with student charity and fundraising events. All contributions will be assessed on a case by case basis, and by appointment only.

Contacts: Rabbi Aharon Simkin: kosher@mac.com or aharon.simkin@tu.edu
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