

## External Caterer Requirements

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**In order to ensure that all health, safety and insurance requirements are met, Griffith University requires caterers to supply the attached information in order to be approved to prepare and deliver food for university events.**

**Caterers must supply copies of the following documents where applicable.**

1. A current and correct certificate of Public Liability Insurance
2. Approved Food Premise Certificate of Licence or Food Business Licence
3. A Temporary Food Stall Certificate
4. Liquor License (if you also serve alcohol at catered events)
5. COVID Safe Checklist

**Currency of all documents must be supplied completed for every event you are catering for.**

**Thank you for taking the time to complete this requirement**

**NB:**

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**Insurance**

Griffith University requires a copy of current public liability insurance cover of the Caterer's provision of contracted services to the event of \$AUS 20 million.

**Health Certificates**

Griffith University requires a current Approved Food Premises Certificate of Licence or Food Business Licence and a current Temporary Food Stall Certificate. All activities must comply with the Food Safety Standards.

**Liquor licence**

Where alcohol is being served a liquor licence and/or general purpose permit (temporary or otherwise) must be provided. All activities must comply with the Office of Liquor and Gaming Regulation.

**Workplace Health & Safety Requirements**

All electrical gear needs to carry a current electrical safety tag. You need to be completely self sufficient in terms of equipment and utensils. All cleanups need to be done immediately after the function and the venue and area returned to the standard.

**COVID**

Griffith University requires a COVID Safe Plan and/or adherence to the COVID Safe Checklist: Dining and Drinking