

## UCC Food Service Process for Special Events

1. An event reservation is required for all classes and events at UCC. Click the link to make a reservation:  
**For UCC staff:** <https://25live.collegenet.com/umpqua/>  
**For Public and Students:** <https://www.umpqua.edu/request-event/public-request-an-event-at-ucc>
2. On the event wizard, please mark the requirement that indicates that food and/or beverages will be served. Please also indicate who the caterer or vendor will be. Please refer to the [Approved Caterer/Vendor list](#) to choose a provider. Caterers not on the approved list may be requested by filling out a Food Services Provider Cover Letter, and Food Services Provider Agreement from the following website:  
<https://www.umpqua.edu/solicitation-documents>
3. Ready-to-eat food is allowed from any commercial licensed provider. Please indicate to the Special Events Department who that provider will be via e-mail message, if not noted on the event reservation. A receipt of purchase will need to be submitted to the Event/House Manager on the day of event or a scanned copied of the receipt needs to be emailed to Special Events. Heat and eat food is not allowed. Serving home-cooked food to the public is not allowed.
4. CUSTOMERS who provide catering to their attendees shall pay a fee of \$25.00 for up to 50 attendees and 50 cents per person above 50 attendees for all events, internal or external to the College, when food and/or beverages are provided by an approved Caterer or when ready-to-eat food is provided from a commercial licensed provider.
5. Food Providers (Food Truck), that sells food directly to the attendees of an event, will be charged a 5% fee for the total daily sales of food.
6. The College does not supply linens, tableware (plates, glasses, flatware), servers, warmers, coolers or chafers. Ice is available. Please let us know if you will need ice for your event. Phone: 541-440-4705.
6. <https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/FOODSAFETY/Pages/regs.aspx>