



Catering & Alcohol Guide
UWF Commons and Conference Center



Catering on the UWF Campus

If you are planning an event on the UWF main campus, you may select the caterer of your choice from the UWF Approved Caterers list or may use UWF Catering. The Office of Business and Auxiliary Services is responsible for maintaining the records of approved caterers. Approved Caterers must apply and be vetted in order for them to provide catering services on the UWF campus.

UWF Approved Caterers

Caterers will be considered approved for as long as the required documents remain current. Caterers retain their approved status if updated documentation is provided as old documents expire. Caterers must apply in order to provide catering services. Visit uwf.edu/catering for more information.

All areas of the University are open to Approved Caterers including the UWF Commons and Conference Center, Building 22; however, facilities, which are operated and maintained by Aramark, may not be used by outside caterers. This includes all kitchens and the catering/prep kitchen.

The University's current dining services provider, Aramark (UWF Catering Services), is considered an Approved Caterer per contract between Aramark and the University/BEI.

UWF's Definitions relating to Caterers

Catering is defined as the provision of food service by a commercial operation, which includes the activities of preparing, set-up, serving, and removal of food service. Catering is defined by the services performed, not by the type(s) of food provided.

Approved Caterer is defined as a commercial establishment who has met the requirements set forth by UWF and is in good standing to cater on the UWF main campus. Visit uwf.edu/catering for information on becoming a UWF Approved Caterer.

Food Provider is defined as a licensed vendor who provides food for take-out or delivery but does not perform the functions of a Caterer. They must hold a current seating license or annual food permit with the State of Florida.

University Contact for questions regarding Approved Caterers, Food Providers, or alcohol on campus contact Business and Auxiliary Services, auxservices@uwf.edu, 850.857.6071.

UWF Catering can assist you in exploring options for themed or unique custom buffets, assisting you in determining how many items and how much to order for a reception, or suggest a served meal which emphasizes variety, excellence, and value. Let us create a true “catered” experience for your function or event. Ask to see the UWF Catering menu guide.



Catering Services
UNIVERSITY of WEST FLORIDA

Lead Time

Notice of 4 business days is appreciated; however, we will do our best to accommodate all late orders that are received. We appreciate the importance of your function and will do whatever it takes to exceed your expectations.

Extras

If rental equipment, linens, or service staff are needed, we can take care of it for you with necessary charges. We are delighted to assist you with all of your event needs from rental equipment, linens, florals to service staff and everything in between. Additional fees may apply.

Contact Us Today!

phone 850.474.3196

email catering@uwf.edu

web uwf.catertrax.com

UWF Catering | 11000 University Parkway | Building 22, Office 133 | Pensacola, FL 32514

Alcoholic Beverages on Campus

Per UWF/REG-5.017 Alcoholic Beverages on Campus, alcoholic beverages may only be served at one of the following locations on the Pensacola main campus.

- Commons and Conference Center
- Alumni Room in Building 12
- Crosby Hall, Building 10, conference rooms
- Center for Fine and Performing Arts (CFPA, Building 82) lobbies and gallery areas; not backstage or in instructional or office areas
- Argonaut Athletic Club
- College of Business (COB, Building 76A) lobby; not in instructional or office areas
- Other appropriate locations with the specific authorization of the UWF President or applicable Vice President.

Outside caterers, who have been approved and hold a Catering Alcohol license (13CT), may offer alcohol at locations on campus.

Host Bar by UWF Catering. Catering purchases alcohol for the client. Beer and wine quantities as well as desired brands are pre-arranged with Caterer. Unused beverages are retained by the customer upon event completion.

- Alcohol fee = cost of alcohol + 20% handling fee
- Bar setup - \$60 per bar (linen for bar, cups, napkins and supplies)
- Bartender - \$150 per bartender for the event (1 bartender is recommended for every 75 guests)

Exclusive Beverage (Pouring Rights).

All Approved Caterers agree to comply with the University’s exclusive beverage contract. **Coca-Cola** currently has the exclusive right to provide Coca-Cola beverage products for events on campus, catered and otherwise.

UWF COMMONS & CONFERENCE CENTER CATERING & ALCOHOL GUIDELINES.

FOR THE UWF COMMUNITY AND GUESTS:

Members of the University community may select the caterer of their choice from the Approved Caterer list online at uwf.edu/catering.

An Approved Caterer is not required if the food is take-out or delivery (a Food Provider).

Hosts/Guests may not bring in their own alcohol to a catered event held in the UWF Commons and Conference Center.

Service of full course meals must be available at all times alcoholic beverages are being served.

Served beer, wine or liquor must be consumed on premises only and may not be taken out of the event.

