Texas State University
Off Campus Caterer Acknowledgment

I affirm and understand the off-campus catering contract between this vendor and the university and accept the terms and conditions stipulated within that contract. I understand that all events catered on-campus by off-campus vendors are subject to a commission charge payable to the institution equal to 12.75% of the total amount charged by the caterer. This amount must be remitted to the University within 2 weeks following a catered event. It is my responsibility to ensure that the caterer supplies Auxiliary Services with a copy of the event contract prior to the day of the event or on the day of the event.

Note: Failure to complete and submit this form could result in the canceling of your reservation.

Texas State Affiliated Department

Date of Event __________  Location of Event ______________________________

University Responsible Person __________________________________________

University Department _________________________________________________

Caterer Selected _______________________________________________________

Account Manager Signature __________________________ Date _______________

Non Texas State Affiliated Client

Date of Event __________  Location of Event ______________________________

Organizations Responsible Person _______________________________________

Caterer Selected _______________________________________________________

Customer Signature__________________ Date________________________

* A Copy of this form must be presented to the Office of Auxiliary Services, LBJ Student Center 3-2.50, prior to the event.