



Dear Food Service Provider:

Beginning in the fall of 2017, Wichita State University and its affiliated corporations have adopted a flexible catering policy that welcomes off-campus caterers to provide food service for campus events in most university buildings including the Rhatigan Student Center.

We are excited about this opportunity to provide our university community a wider variety of food service options.

Currently, we are taking applications from local providers. If you would like to be considered as a caterer for events at Wichita State University, please fill out the attached form and include a Certificate of Liability Insurance. Please note that there will be a 10% commission on food and beverage sales on campus.

When we have received your application, it will be reviewed and within approximately 10 days you will receive an email notification with guidelines for catering on campus. Your approval will be granted for a one year period from the date of issuance. During that time period you will be able to cater anywhere on campus and will not need to reapply for permission to cater in individual buildings.

We hope you will take this opportunity to join us on campus as we continue to grow. Feel free to contact me with any questions or comments. I can be reached at 316-978-7055 or by email at maria.ciski@wichita.edu.

Thank you.

Maria J. Ciski

Director, University Event Services
Rhatigan Student Center | Wichita State University
1845 Fairmount, Box 56 | Wichita, KS 67260
Office: 316.978.7055 | Fax: 316.978.3054
maria.ciski@wichita.edu



PREFERRED CATERER APPLICATION

DATE: _____
ORGANIZATION NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
TELEPHONE NUMBER: _____

CONTACT PERSON

Name: _____
Phone: _____ Email: _____

BUSINESS LICENSE NUMBER

Number: _____ Expiration Date: _____

ALCOHOL LICENSE NUMBER (IF APPLICABLE)

Number: _____ Expiration Date: _____

LIABILITY INSURANCE: [] Yes [] No Expiration Date: _____

Please attach a copy of your certificate of Liability Insurance naming Wichita State University and Wichita State University Union Corporation as certificate holders.

DO YOU HAVE A FOOD HANDLER'S PERMIT FOR YOUR WAIT STAFF?: [] Yes [] No

- ⤴ This agreement is valid for one calendar year after the date of approval.
⤴ Please allow 10 business days for approval.
⤴ You will receive a confirmation email on approval.
⤴ By signing this agreement, you agree to pay a 10% commission to Wichita State University on food and beverage sales.

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

APPROVED BY: _____ DATE: _____

This application may be submitted to Maria Ciski via email, post, fax, or in person.
If you have a question or concerns please call (316) 978-3475.

Email: maria.ciski@wichita.edu
Fax: (316) 978-3054
Address: 1845 Fairmount Box 56 | Wichita, KS 67260
Office: Rhatigan Student Center Room 234