

# ConocoPhillips OSU Alumni Center Caterer Fact Sheet

For consideration to cater in the Alumni Center, please complete this form in its entirety and send to David Cates, OSU Alumni Association, 201 ConocoPhillips OSU Alumni Center, Stillwater, OK 74078 OR fax to (405) 744-2456. Please also include copies of all licenses, approvals, and insurance coverage. Approved caterers are evaluated on an annual basis. You will be contacted if approved to be on the list.

**Catering Company** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

**Website** \_\_\_\_\_

(information above will be used in Alumni Center marketing materials...information below is for internal purposes only)

**Owner/Contact** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Home/Cell** \_\_\_\_\_ **FEI#** \_\_\_\_\_

How many people are you capable of serving? \_\_\_\_\_

How many serving/wait staff are available to you? \_\_\_\_\_

Will you establish a minimum (either by dollar amount or head count) to do business in the Alumni Center? YES NO

If yes, what is it? \_\_\_\_\_

Do you have an alcohol license enabling you to serve in the Alumni Center? YES NO

Please list **all** licenses or insurance certificates (including Payne County Health Department approval) you have obtained with their expiration dates and **include a copy** for our records.