



POLICY #10885

TITLE: Uniplex Food and Beverage Policy

ADOPTED BY: City Council

ORIGIN: Community and Leisure Services Committee

REVIEWED BY: Community and Leisure Services Committee

JURISDICTION: City of Humboldt

EFFECTIVE DATE: December 11, 2014

AMENDED: March 23, 2015

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January 23, 2016

1.0 PURPOSE

The City deems it expedient to develop a policy to govern all aspects of food and beverage consumption within the confines of the Humboldt Uniplex facility. This policy will ensure that all food and beverage consumption is being prepared, transported and served in a safe and controlled manor by qualified vendors and staff.

2.0 GENERAL POLICY

- 2.1 The provision of food and beverage services within the Uniplex facility is the exclusive right of the City of Humboldt. The City reserves the rights to provide food and beverage services through in house catering and concession services, through subcontracts with Approved Vendors and by any other means deemed appropriate by the Community & Leisure Services Department.
- 2.2 The Uniplex Food Services branch of the Community and Leisure Services Department retains full rights to all concession and vending services within the Uniplex facility and may operate all aspects internally or sub-contract some or all operations to qualified vendors as it sees fit.
- 2.4 The Humboldt Uniplex will permit limited consumption of food products including snack foods, birthday and wedding cakes, and other food products not exceeding \$150, provided they are not being sold. We will also permit the consumption of bagged lunch and other products prepared by or purchased by and consumed by the individual (i.e. bagged lunch, fast food purchased by individual). Uniplex management reserves the right to restrict or reject from the facility such items if they are deemed unsafe for consumption or if the consumption is deemed to be purposely circumventing the catering policy.

- 2.5 The Humboldt Uniplex does not permit the consumption of catered meals prepared in an unlicensed facility (i.e. cooked at home). Only meals brought in by an Approved Caterers or prepared in the Uniplex kitchen by an Approved Caterer, following all food handling and safety regulations, will be permitted.
- 2.6 Food and Beverage sampling within the Humboldt Uniplex is permitted for tradeshows, conventions, and/or other events renting the facility that meet the following requirements:
- a) Must provide a detailed list of all the products that will be sampled, with quantities, to the Community and Leisure Services Department a minimum of two weeks prior to the event and receive written permission to proceed with sampling.
 - b) Comply with all food safety and handling guidelines and regulations
 - c) Must provide samples that have been prepared at a licensed food service facility in an approved manor
 - d) May only produce samples of product that they serve and/or produce for the purpose of promoting their merchandise
 - e) Samples are not permitted to be sold under any circumstances
 - f) Tradeshow vendors are permitted to sell packaged food products, provided they are not consumed at the event or within the facility. Such products must still meet health and safety regulations. All products consumed at the event must meet sampling regulations.
- 2.7 The Humboldt Uniplex may grant special circumstances to rental groups provided that it is part of a formal contract or agreement where consideration has been made in regards to the potential lost revenue and other allowances made by the City to accommodate the request. In any circumstance in which special circumstances have been approved, it is the responsibility of the approved party to ensure that all public health and food regulations are adhered to.
- 3.0 APPROVED CATERERS LIST**
- 3.1 The Uniplex Food Services has the capacity to serve the catering needs of small events and meetings. Rental groups are encouraged to take advantage of this internal option, but are permitted to contract outside food service providers that have met all criteria and have been added to the Approved Caterers List.
- 3.2 Approved Caterers must meet the following requirements:
- a) Complete the Approved Caterers Request Form in its entirety

- b) Possess a valid license to operate within the City of Humboldt
 - c) Provide proof of insurance
 - d) Prepare food in a licensed food service facility in an approved manor
 - e) Be in compliance with all local, provincial and federal regulations pertaining to food handling and safety
 - f) Remain in good standing with the City of Humboldt and Community and Leisure Services Department
 - g) Employ staff that are trained and qualified to prepare, transport and serve food in a safe and healthy manor
 - h) Comply with all facility policies and regulations
- 3.3 Caterers looking to be added to the Approved Caterers List must provide a minimum of three (3) weeks to have their application processed and approved.
- 3.4 A 7% Caterer Permit Fee is charged on the sale of all food and beverage services brought into the Uniplex for all catered events. This fee is charged to the caterer for the right to operate their business within the subsidized public facility. Revenue generated will help to preserve and promote the facility for the benefit and enjoyment of current and future rental groups.
- 3.5 Caterer will have 90 days in which to remit this fee to the Uniplex following a rental, unless other arrangements are made with the facility.
- 3.6 Caterers may opt to include the landmark fee within their advertised catering prices or list it as a separate, taxable, item within their client invoices.
- 3.7 The Approved Caterer List will be provided to all rental groups requesting food and beverage services. Renters will also be informed of the facility's food policy.
- 3.8 Approved Caterers accept full responsibility for any problems resulting from food that has been:
- Prepared by the caterer; and
 - Not prepared by, but picked up or handled by the caterer