

Off Campus Catering Application Checklist

Here are the items required to complete your application.

- **Completed application**
- **Certificate of Liability Insurance** - please see example for requirements
- **City of Waco Food Establishment Permit** - businesses with mobile food trucks need to submit both the Food Establishment Permit for the *commissary* and *mobile food truck*.
- **Texas Sales and Tax Permit**
- **W-9 Form**

Submit application and documentation materials in one of the following ways:

- **Scan and email** back your materials to heather_gerber@baylor.edu
- **Drop them off** at 1315 S. 7th (Harris House is across the street from Pat Neff Hall)
- **Mail them** to: Heather Gerber, One Bear Place #97101, Waco, TX 76798-7101