Baylor University
Off-Campus Caterer Application Checklist

Here are the items required to complete your application.

1) Completed application

2) Certificate of Liability Insurance - please see example for requirements

3) 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.

4) Last public health inspection report - businesses with mobile food trucks need to submit a report for the both the commissary and the mobile food truck.

5) Texas Sales and Tax Permit

6) W-9 Form

Please submit application and documentation materials in one of the following ways:

a. Scan and email back your materials to heather_gerber@baylor.edu
b. Drop them by 1315 S. 7th (Harris House is across the street from Pat Neff Hall)
   c. Fax them to 254-710-4640 or
   d. Mail them to: Heather Gerber, One Bear Place #97101, Waco, TX 76798-7101