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