

CATERING ON CAMPUS

NMT has contracted Chartwells Higher Education to provide dining and catering services on campus. In the agreement between NMT and Chartwells Higher Education, Chartwells is granted exclusivity for catering and is granted the first right of refusal on catered or special events held on campus.

Effective July 1, 2024 NMT student groups/clubs are now exempt from the Chartwells Higher Education exclusivity catering policy.

When to use Chartwells Higher Education Catering

- For any and all events or meetings hosted on the NMT campus or premises
 - When the event catering is sponsored by NMT funds
- Chartwells Catering Policy Link:**
<https://nmt.catertrax.com/upload/CateringPolicy.pdf?intOrderID=&intCustomerID=>

Notice

- Chartwells Catering needs a minimum of seven (7) days notice on all caterings.
- If less than seven (7) days notice is provided the group will be subject to a \$25.00 fee
- If less than three (3) days notice is provided the group will be subject to a \$75.00 fee

Note: Food orders must be placed with the supplier a week in advance.

Budget

- Catering options can be provided on a limited budget.
- Contact Chartwells Catering with your event needs and budget
 - catering@nmt.edu or 575-835-6174

Forms

- CaterTrax is the system that Chartwells Higher Education Catering uses. Coordinators are encouraged to utilize this system which has two sections; catering and student catering
- Link & Tutorial:** <https://nmt.catertrax.com/>
- Social Amenities Forms or Professional Activities Cost Forms must be completed by the group hosting the event and provided with the payment remittance or invoice

Social Amenities Form:

https://www.nmt.edu/finance/purchasing/docs/pcard/Social_Amenities_Form.pdf

Professional Activities Cost Form:

<https://www.nmt.edu/finance/purchasing/Professional%20Activities%20Form.pdf>

Exceptions & Catering Waiver Requests

Exceptions:

- If Chartwells Catering is unable to accommodate the request for catering, the coordinator will be notified and asked to complete a catering waiver
- If Chartwells Catering is unable to accommodate due to a known religious requirement that cannot be met
- If the “M” Mountain Grill is catering the event

Catering Waiver Requests

- When asked to complete a waiver by Chartwells Catering
- When campus dining services is closed

General Guidelines

Cookout/Barbeque

- Groups can purchase the food supplies from Chartwells and cook themselves. The group will be provided with sanitation items, food temperature thermometers and other safety measures. Potluck items can be provided with notation of ingredients included in the dish and signage that states potluck items are not provided by Chartwells.

Pizza

- Departments need to order pizza from Chartwells unless the number of pizzas requested are in excess of 10.

Student Group Fundraisers

- Student group wants to have a bake sale in the atrium of Fidel Center or at another location on campus. Chartwells will support these types of efforts. Auxiliary Services has added that these groups follow the **Non-NMT Catering Guidelines**.

Food Trucks

- There is a series of predetermined events that are approved to utilize food trucks. Orientation, 49er's, Monster Mash, Spring Fling, Miner Mayhem and Commencement are the authorized predetermined events that allow for food trucks. Food trucks are required to provide valid documentation of licensing to Auxiliary Services/Chartwells prior to vending on campus.

Caterers

- In the event that Chartwells Catering is unable to provide catering to a group and have provided an approved waiver, outside caterers can be utilized. Outside caterers need to provide valid documentation of licensing to Auxiliary Services/Chartwells prior to catering an event.