

Appendix 3 Contractual agreement – food/catering services

Template for contractual agreement for catering services

Each catering service at the event must fill this appendix.

Event: _____

Catering Service: _____

Date of event (start-end): _____

If the service certified is Nordic Swan Ecolabel state licence number: _____

Requirements related to food/catering services (see criteria document for complete requirements):

Req.	Description	Additional documentation that must be sent in for approval, together with this appendix	Req. fulfilled	
			YES	NO
O5	Fossil free energy supply	Description of connection to the power grid, for example by venue or electricity supplier. Alternative A justification why electricity supply is not possible and documentation showing the use of batteries or biofuel as an alternative energy supply or backup power.		
O6	Energy devices and equipment	Routines complying with the requirement.		
O14	Information to guests	Copy of the planned menu showing the requirement is met.		
O15	Organic food	<p>Finland, Iceland, Norway, and Sweden: Name and explanation of the organic main ingredients in the meal.</p> <p>Denmark: Danish catering services that produce all food at the event area. Submit a calculation of the estimated purchase of food, showing that at least 40% of the total purchase to the event is organic. This calculation and invoices or delivery notes for the purchases of all food (both organic and non-organic foods) must be available throughout the event in case of inspection from "Fødevarestyrelsen", or Submit application and registration letter for "The Organic Cuisine Label at occasional events", showing a minimum of 40% organic food and beverages. The application and the documentation in form of invoices or delivery notes of all purchases for the event must be available throughout the event in case of inspection from "Fødevarestyrelsen". Danish catering services that produce some of the food outside the event area. Submit a list of all catering services, who produce some of the food outside the event area. For 50% of the catering services submit both the application and the registration letter for "The Organic Cuisine Label at occasional events". The application and the documentation in form of invoices or delivery notes of all purchases for the event must be available throughout the event in case of inspection from "Fødevarestyrelsen".</p>		
O16	Organic beverage	Name and description of the organic beverage.		

O17	Vegetarian dish	Copy of the planned menu, or description from the event organizer how the requirement is met.		
O18	Prohibited and restricted fish and seafood	Copy of procedures that the catering service(s) has in place to ensure fulfilment of the requirement. Serving of endangered fish requires full traceability back to the fishery. Alternatively If the food/catering service is certified Nordic Swan Ecolabel the requirement is met.		
O19	Certified coffee, and tea	List of all coffee and tea that is served and documentation regarding certification. If the business buys raw materials through direct trade, please upload documentation/information showing compliance with the requirement. Alternatively If the catering service has an agreement with a Nordic Swan Ecolabel coffee service, the requirement is met.		
O20	Palm oil in frying oil	Contractual agreement with all catering suppliers that palm oil isn't used as frying oil. Alternatively If the food/catering service is certified Nordic Swan Ecolabel the requirement is met.		
O21	Responsible food and drink production	Documentation showing which 3 points is achieved by each catering service. Alternatively If the food/catering service is certified Nordic Swan Ecolabel the requirement is met.		
O24	Serving in conferences and restaurants	Confirmation that reusable tableware is used for food service in restaurants with seating. Confirmation that permitted small single portion items are not used. Alternatively If the food/catering service is certified Nordic Swan Ecolabel the requirement is met.		
O25	Serving of take away	Overview of all the disposable items that will be used for serving take away food and beverage, with information about the ingoing materials, and the Nordic Swan Ecolabel and licence number, if relevant. Exempted disposable items purchased must also be shown in the overview. If PLA disposables are used: Declaration of certification according to DIN EN 13432 and an agreement with an industrial composting facility. Additionally, an agreement with a partner to reuse the compost for soil improvement. Copy of the routines or description of the collection system that secure collection and reuse/recycling. Alternatively If the food/catering service is certified Nordic Swan Ecolabel the requirement is met.		
O26	Decorations, giveaways and confetti	Verification that the requirement is met:		
O27	Food waste	Verification that the requirement is met: Description or copy of the agreement regarding sales/donation of leftover food. Alternatively If the food/catering service is certified Nordic Swan Ecolabel the requirement is met.		
O30	Ecolabelled cleaning products	Overview of all the cleaning products used at the event. Name, supplier/manufacturer, function and ecolabel. Alternatively If the food/catering service is certified Nordic Swan Ecolabel the requirement is met.		

O31	Prohibited products	Verification that the requirement is met: Alternatively If the food/catering service is certified Nordic Swan Ecolabel the requirement is met.		
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Further information:

I hereby confirm that the requirements listed above are met.

Place and date	Catering service:
Responsible person	Signature of responsible person
Telephone	Email