

# Guidelines for the supply & serving of pizza at events on campus

Updated as at 17 December 2023

## Introduction

Pizza can be a great food choice for certain types of events on campus. Pizzas are usually cheap and filling, but also generate substantial waste and the packaging is often not recyclable.

These guidelines should be followed by all event organisers, to determine if pizza is the most appropriate food type for their event.

## Guidelines concerning the supply & serving of pizza

- When planning an event, event organisers should consider the University's principles for catering - see the table on the next page.
- Pizza may be suitable for informal / social events, or smaller events where a wider range of food may not be needed. These guidelines provide information on the types of events for which pizza may be suitable.
- If pizza is ordered, then it should be limited to no more than 50 pizzas per event.
- Cooked pizza may only be ordered from one of the University's panel caterers, or from a recognised pizza chain that operates to a Grade A food safety rating.
- If the event involves the serving of alcohol, then careful consideration about the suitability of pizza is required as there are regulatory requirements about the range of food offered to attendees. See further details in the FAQ below and also refer to the *Guidelines for events on campus involving alcohol*, which is available on request from [catering@auckland.ac.nz](mailto:catering@auckland.ac.nz)
- Where the scale of formality of the event means that pizza is not an appropriate food choice, the event organiser should seek advice from one of the University's panel caterers on alternative food options that may meet the requirements for the event.

These guidelines have been prepared and are maintained by the Catering team within Campus Life. Should event organisers have any questions relating to these guidelines, please contact [catering@auckland.ac.nz](mailto:catering@auckland.ac.nz)

## Applying the University's catering principles to pizza

The University has several general principles concerning the supply and serving of food at events on campus. These principles should be considered for all events. At some types of events, the serving of food is expected and is an important part of the event itself. For some other types of events, the inclusion of food may not always be necessary. The principles below are intended to help all event organisers in their decision making and to provide particular considerations on whether pizza is the most appropriate food to offer event attendees.

These principles are summarised in the table below, along with considerations in regards to pizza.

Catering principle	What the principle means	Considerations relating to pizza
Manaakitanga	<ul style="list-style-type: none"> <li>• To acknowledge and take care of people.</li> <li>• Showing appropriate hospitality, respect and generosity for others.</li> <li>• Caring for those around us, in the way that we relate to each other.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider the nature and formality of the event, and who the attendees are.</li> </ul>
Kaitiakitanga	<ul style="list-style-type: none"> <li>• Valuing stewardship and guardianship and our relationship with the natural world.</li> <li>• A responsibility to look after our environment, for the enjoyment of future generations.</li> <li>• A preference to source and serve food that is produced through systems and processes that are non-polluting, and that conserve energy and resources.</li> <li>• A need to minimise, and ideally avoid, food wastage.</li> </ul>	<ul style="list-style-type: none"> <li>• Pizza boxes generate considerable volumes of rubbish, and are typically non-recyclable.</li> <li>• Event organisers should discuss with the University's panel caterers if pizza or other food can be supplied, in a way that generates less rubbish.</li> <li>• Could other food choices be more suitable to help avoid waste?</li> </ul>
Financial awareness	<ul style="list-style-type: none"> <li>• Making the best use of public resources.</li> <li>• Where food is being provided, event organisers should take a sensible approach to the volume ordered and amount spent on food.</li> </ul>	<ul style="list-style-type: none"> <li>• What is the budget per head for food at the event, and are there choices other than pizza?</li> <li>• Can the University's panel caterers or preferred suppliers provide alternative food options at a similar price?</li> </ul>
Food safety	<ul style="list-style-type: none"> <li>• Ensuring that food and beverages are supplied and served safely, in line with best practice food hygiene methods.</li> <li>• Appropriately handling and disposing of left-over food.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider if pizza can be delivered at the time required, and the likelihood that it may be cold by the time it is served.</li> <li>• Pizza should be consumed within 2 hours of it being cooked.</li> </ul>

## Frequently Asked Questions (FAQs) concerning pizza

Q. For what types of events is it suitable to consider serving pizza?

A. Pizza should only be served where the event is informal or social in nature. The maximum number of pizzas that may be ordered is 50 per event. Typical events where pizza *could* be suitable include: student club meetings, student social events, staff after-work get-togethers. Events that would not be considered appropriate for pizza to be served include award or recognition events/ceremonies, an event where a visiting VIP is in attendance, or where the event is more formal in nature (eg a seated dinner).

Q. Is there a maximum event size / number of people to whom pizza may be served?

A. The limit is not based on the number of attendees, but on the number of pizzas ordered for any single event. The maximum number of pizzas that can be ordered for any event is 50. The Event organiser should consider whether this will be a sufficient volume of food for the overall needs of the event and whether other food types should also be ordered. Event organisers who require advice on the suitable type and volume of food, based on the size, duration and formality of the event, may contact [catering@auckland.ac.nz](mailto:catering@auckland.ac.nz)

Q. Can I order pizza from any supplier?

A. The only permitted suppliers of cooked pizza for events on campus are the University's panel caterers, or a recognised pizza chain store (eg Dominos, Pizza hut, Hell Pizza) provided they operate to a Grade A food safety rating.

Q. If my event involves alcohol, can pizza still be served?

A. This is possible in some circumstances although there are particular requirements, both legal and regulatory, that an event organiser must be aware of and ensure they follow. If alcohol is served at an event, then a suitably sufficient volume of food (typically at least three different types of cooked or substantive food) must also be available throughout the event. Pizza may be one of those food types, but not the only food type. For example, pizza plus garlic bread plus chips would count as three different food types, of which there would need to be sufficient volume considering the duration of the event and number of attendees. More information can be found in the *Guidelines for events on campus involving alcohol*, which is available on request from [catering@auckland.ac.nz](mailto:catering@auckland.ac.nz)

If alcohol is likely to be provided or served, event organisers are strongly encouraged to engage one of the University's panel caterers, who are licensed to supply and the appropriate range and volume of food for your event, ensuring that the legal and regulatory requirements are met.

Depending on the number of attendees at the event, if alcohol is involved then a licensed duty manager may also be required to oversee the alcohol service. This will also affect the choice and supply of food for the event.

Q. If I order pizza for my event from a pizza store like Dominos, and I also want alcohol served, will one of the University's panel caterers supply and manage the alcohol separately?

A. No. This is because whoever manages the service of alcohol also has a regulatory responsibility to ensure that there is a suitable range and volume of food available throughout the event. Event organisers who require alcohol to be served and managed by one of the University's panel caterers will also need to order food from that caterer. When alcohol is likely to be served at an event, the event organiser should liaise with one of the University's panel caterers who will be able to advise what options are available for the supply and serving of food and beverages, in a legally compliant way.

Q. If my event has a very limited budget for food, can the University's caterers provide alternative food that is just as cheap as pizza?

A. Given the typically low price of pizzas from chain stores, it's unlikely that the University's panel caterers can provide alternative food quite as cheap. However, the panel caterers provide a more comprehensive service that includes things that the High St pizza stores usually do not provide. When ordering food from the caterers, the caterers will ensure that the food is appropriately prepared and presented, delivered where and when needed, and ensure that any left-overs / rubbish is safely disposed of. The panel caterers are also aligned with the University's sustainability aims. These are all tasks and considerations that would be for the event organiser to arrange and undertake if ordering pizza themselves.

Event organisers are encouraged to contact one of the University's panel caterers, to discuss their event, the number of attendees and the budget available for food. The caterers will be able to advise what may be possible.