



INSTRUCTIONS TO UC DEPARTMENT

Provide the *Request for Certificate of Insurance From Caterer* form to any caterer from whom your department would like to obtain catering services for a UCSB event. Before an off-campus caterer can provide services it must submit a current County Health Permit and a Certificate of Insurance that shows that the caterer has insurance coverage meets University insurance requirements (see below). Submit the Certificate of Insurance and the Health Permit to the campus Risk Management Office. Upon approval the caterer will be added to a list of caterers approved to do business at UCSB events. (NOTE: Departments ordering pizza delivery or catered food service whose total cost does not exceed \$150.00 need not obtain UCen Dining's approval for such services and need not use the UCSB Catering Permit. However, except for pizza delivery, ALL food service at UCSB events must be from caterers who are on the list of caterers approved to cater UCSB events).

DEPARTMENT

Department: _____ Ph: _____ Fax: _____

Dept. Contact: _____ Email: _____

INSTRUCTIONS TO CATERER

This is a request for a Certificate of Insurance and a current County Health Permit. A department at the Santa Barbara campus of the University of California would like to obtain catering services from your company. Before your company can provide these services it must submit a current County Health Permit and provide evidence, in the form of a Certificate of Insurance, that it meets the University's insurance requirements. Those requirements are shown below. Please submit the Certificate and the Health Permit to the campus Risk Management Office (see address below). Call (805) 893-5837 if you have any questions.

Name of Caterer: _____

Address: _____

City, State, Zip Code: _____

Phone & Fax: _____

Contact Person/Email Address: _____

UNIVERSITY REQUIREMENTS

(1) CERTIFICATE OF INSURANCE:..... Submit a certificate of Insurance that meets the following requirements.

NAME OF CERTIFICATE HOLDER: The Regents of the University of California
Risk Management Office
565 Mesa Rd.
University of California
Santa Barbara, CA 93106-5132
tel: (805) 893-2860
fax: (805) 893-8521

GENERAL LIABILITY
General Aggregate:.....\$2,000,000
Prods./Comp. Ops.:.....\$2,000,000
Personal & Adv. Inj.:.....\$1,000,000
Each Occurrence:.....\$1,000,000

AUTOMOBILE LIABILITY: \$1,000,000 CSL for owned, hired, non-owned autos

WORKERS' COMPENSATION:..... As required by California State law

ADDITIONAL INSURED: **The Regents of the University of California**

CANCELLATION PROVISION:..... Certificates shall provide for advance written notice to University in accordance with policy provisions of any modification, change, or cancellation of the required coverages.

(2) HEALTH PERMIT: Submit a current County Health Permit.

CATERING AT THE UNIVERSITY

- 1) At UCSB, the use of outside caterers must be approved by UCen Dining. UCen Dining has first right of refusal to cater any and all UCSB events. If a department does not obtain the approval of UCen Dining in advance, a company providing catering services is working without the required approval and payment may be delayed. UCen Dining can be contacted at tel. (805) 893-2388; fax (805) 893-7561. (NOTE: Departments ordering pizza delivery or catered food service whose total cost does not exceed \$150.00 need not obtain UCen Dining's approval for such services and need not use the UCSB Catering Permit. However, except for pizza delivery, ALL food service at UCSB events must be from caterers who are on the list of caterers approved to cater UCSB events).
- 2) At UCSB, outside caterers must, in addition, be approved by the campus Risk Management Office and placed on a list of caterers approved to work campus events. Departments may only use caterers who are on the list of approved caterers; these caterers have submitted a County Health Permit and Certificate of Insurance that meet University requirements. If a caterer has not been approved to work campus events by the Risk Management Office, payment may be delayed until the necessary documents are submitted and approved. Contact Risk Management at tel. (805) 893-5837; fax (805) 893-8521; email kathy.speer@ehs.ucsb.edu.
- 3) At UCSB, departments who want to use an outside caterer must have the outside caterer sign a [UCSB Catering Permit](#). After the department and the caterer have signed the Permit, UCen Dining will sign it. When the department submits the caterer's invoice to the Accounting Department, the Accounting Department will require the signed and approved Catering Permit in addition to the caterer's contract/invoice before they issuing a check. If they do not receive a signed Catering Permit with the invoice, payment may be delayed until a properly completed Catering Permit is submitted to the Accounting Office.
- 4) See [Fact Sheet - Catering Services at UCSB](#) for additional information about catering requirements at UCSB.