



Application for Caterer Permit

Section 1: Introduction

The University of California, Merced (“UC Merced” or “University”) maintains a list of approved caterers eligible to receive orders to prepare and deliver food and beverages for University events. Campus departments are required to select caterers from this list in order to ensure that they are contracting with a supplier that meets UC Merced’s standard requirements.

Sustainable Catering

As outlined in [UC Merced’s Sustainability Practices](#), the University aims to become climate neutral (net zero impact on climate) by 2020. University-approved caterers are encouraged to employ sustainable business practices such as:

- Using environmentally preferable products, locally produced goods and organic foods
- Composting food waste, recycling, offering non-disposable eating utensils, flatware and glassware and using hybrid or bio-fueled delivery vehicles, etc.

Section 2: Becoming a University Approved Caterer

In addition to this application, caterer must provide the University with a valid “Certificate of Insurance” and a current “County Health Permit”. Applicants are added to the “UC Merced Approved Caterers List” after the submitted documentation is found to be conforming. The University makes no guarantees or representations that any caterer will in fact be selected to provide catering services to the campus for any future event(s).

Required Documents

- UC Merced Application for Caterer Permit
- Current County Health Permit (Copy)
- Current Alcoholic Beverage License (Copy, if applicable)
- [UC Merced Substitute Vendor W-9 Form](#)
- Current Certificate of Insurance per the requirements of Section 5 (**The certificate must name The Regents of the University of California as an additional insured and be accompanied by the policy endorsement.**)

Expiration of Health Permit, Alcoholic Beverage License (if applicable), insurance coverage or other violation of the requirement described in the application will result in immediate removal from the UC Merced Approved Caterers List.

Section 3: Doing Business with the University

UC Merced works to ensure that all conduct relating to the procurement of Goods and Services on behalf of the University is in accordance with the policies and procedures set forth by The Regents of the University of California and the applicable laws of the State of California.

Individuals ordering catering services on behalf of UC Merced are required to issue a University Purchase Order. Approved Caterers should not accept or deliver orders without receiving a UC Merced Purchase Order in advance.

Section 4: Required Caterer Information

Business Name: _____	Business Phone: (_____) _____ - _____
Physical Address: _____	Primary Contact: _____
_____	Primary Contact Phone: (_____) _____ - _____
Website Address: _____	Primary Contact Email: _____

List the catered food and beverages available or submit a current menu with this application. Check if menu is attached.

Section 5: Insurance Requirements

To provide catering services for campus events, Caterer is required to show evidence of adequate insurance coverage by furnishing a Certificate of Insurance indicating compliance with all requirements.

1. The certificate of insurance must name **The Regents of the University of California** as an additional insured.
2. The minimum requirements for catering services provided by non-campus food service contractors are:

General Liability

Commercial General Liability: \$1,000,000/Each occurrence

General Aggregate: \$2,000,000

Automobile Liability

Any Auto: \$1,000,000/ Combined Single Limit/Each Accident

Worker’s Compensation and Employers’ Liability

\$1,000,000/Statutory Limits

Additional Insured

Add **Additional Insured** provision and **attach required additional insured policy endorsement** for both General Liability and Automobile Liability.

Additional information can be found at risk.ucmerced.edu under Insurance Programs, Vendor Insurance Requirements.

Section 6: Terms and Conditions for Providing Catering Services to UC Merced

1. Caterer must obtain and maintain, at their own expense, insurance as required by UC Merced.
2. Caterer must obtain and maintain, at their own expense, any permit, license, bond, municipal or county ordinance or regulation and any State or federal law or regulation required by this agreement. For all events where food and alcoholic beverage service is provided by Caterer at UC Merced events, the Caterer is responsible for obtaining and carrying any/all required licenses and permits.
3. Caterer must maintain, at all times, certification showing members of their staff have successfully completed a State of California recognized Serve Safe Food Safety and handling training program as required by California law.
4. Caterer shall defend, indemnify and hold harmless University, its officers, agents and employees from and against any and all claims, damages, cost, expenses, including reasonable attorneys’ fees, losses or liabilities arising out of or in any way connected with this permit including without limitation, claims for loss or damage and any property, or for death or injury to any person or persons.
5. Caterer must report all claims of injuries alleged to be due to the ingestion of caterer served food or beverages. Caterer must also report to UC Merced any claims made in regard to the condition of the premises occupied by Caterer on the date of the Caterer’s first knowledge of any such claim.
6. Caterer must not interfere with the normal operation and activities of UC Merced. If Caterer, its agents or contractors cause any damage to any UC Merced “Property” (including, but not limited to UC Merced roads or infrastructure) in connection with its activities on University property, Caterer must repair and restore the damaged property to its original condition.

Section 7: Authorization – Caterer Certification

I certify that I am an authorized agent of the business entity submitting this application and that I have read the entire application and agree to comply with its terms. I understand that expiration of any required County Health Permit, Alcoholic Beverage License (if applicable), insurance coverage or other violation of the requirements described in this application will result in immediate removal from the UC Merced Approved Caterers List.

Title: _____

Print Name: _____

Signature: _____

Date: ____ / ____ / ____

Section 8: For Internal Use Only

Approved: _____

Date: ____ / ____ / ____

Expiration Date: ____ / ____ / ____