GENERAL INFORMATION ABOUT CATERING EVENTS AT UCSB:

All catered events must be approved by John Lazarus, UCen Dining (tel: 893-2465; fax: 893-7561; email: john.lazarus@ucen.ucsb.edu). If UCen Dining approves the use of an outside caterer, the Department may select a caterer from a list of caterers already approved to cater University events or, if it chooses to use a caterer who is not approved, it must get that caterer approved. The requirements that a caterer must meet to become approved are described below. A CATERER WILL NOT BE PAID UNTIL THE INSURANCE REQUIREMENTS ARE MET.

Once the use of a caterer is approved by UCen Dining, the Department seeking to use an outside caterer must complete, sign, and submit a Campus Dining Permit to UCen Dining. UCen Dining will sign the Permit if all requirements have been met. The Department must submit the approved Campus Catering Permit to Accounting with the Caterer’s invoice before Accounting will approve payment.

REQUIREMENTS THAT CATERERS MUST MEET TO CATER UCSB EVENTS

If UCen Dining Services approves the use of an outside caterer, caterers must furnish to the University a current County Health Permit, a Certificate of Insurance, and an Additional Insured Endorsement. Caterers that have met these requirements are listed on an approved Caterers List. The requirements are as follows:

CERTIFICATE OF INSURANCE

A. Commercial Form General Liability w/Liquor Liability:
   1. Combined Single Limit Per Occurrence $1,000,000
   2. Products and Completed Operations $2,000,000
   3. Personal and Advertising $1,000,000
   4. General Aggregate, Bodily Injury, Property Damage $2,000,000

B. Business Automobile Liability: insurance for owned, scheduled, non-owned or hired automobiles with a combined single limit of not less than $1,000,000 per occurrence.

C. Workers’ Compensation: as required under California State Law.

D. 30-Days Written Notice of Cancellation: Certificates shall further provide for thirty (30) days advance written notice to University of any change or cancellation of any of the required coverages.

E. Certificate Holder on the Certificate of Insurance must be:
   The Regents of the University of California
   Environmental Health & Safety Bldg.
   Risk Management Office, EH&S
   University of California
   Santa Barbara, CA 93106-5132

ADDITIONAL INSURED ENDORSEMENT

F. Additional Insured Endorsement: The General Liability coverage shall be endorsed to name The Regents of the University of California as an additional insured. (An additional insured endorsement requires a separate document from the certificate of insurance and usually takes more time to obtain).

COUNTY HEALTH PERMIT

G. Current County Health Permit: Any caterer providing service at a University event must provide a copy of its current County Health Permit before it can work a University event.

The certificate, additional insured endorsement, and Health Permit must be mailed, emailed, or faxed to:

Risk Management Office
Environmental Health & Safety Bldg.
University of California
Santa Barbara, CA 93106-5132
Attn: Lee Mudrick, Insurance Administrator
Tel. (805) 893-2860 / Fax # (805) 893-8521
email: lee.mudrick@ehs.ucsb.edu

NOTE TO CATERERS: PROVIDE AN EMAIL ADDRESS WHERE THE UCSB RISK MANAGEMENT OFFICE CAN RESPOND TO SUBMITTALS AND ADVISE THAT YOU ARE APPROVED OR THAT YOU ARE NOT APPROVED AND WHAT REMAINS TO BE DONE BEFORE YOU ARE APPROVED.