RE: SO YOU WANT TO USE AN OUTSIDE CATERER AT YOUR UCSB EVENT?

HOW TO GET APPROVAL TO USE AN OUTSIDE CATERER AT UCSB

UCEN DINING APPROVAL IS REQUIRED: Any Department that wishes to use an outside caterer to cater a Department event must first get the approval of John Lazarus at UCen Dining (tel: 893-2465; fax: 893-7561; email: john.lazarus@ucen.ucsb.edu). UCen Dining has first right of refusal to cater any and all UC Santa Barbara events.

YOU MUST USE AN APPROVED CATERER: 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 UC Santa Barbara events or, if it chooses to use a caterer who is not approved, it must first get the caterer approved. The requirements that a caterer must meet to become approved are described below.

THE CAMPUS CATERING PERMIT: When UCen Dining approves the use of an outside caterer, the Department must complete a Campus Catering Permit. Both the Caterer and the Department must sign the Permit and then submit it to UCen Dining (fax #893-7561). UCen Dining will sign the Permit if all requirements have been met and return it to the Department. The Department must submit the approved Campus Catering Permit to Accounting with the Caterer’s invoice before Accounting will approve payment.

IMPORTANT NOTICE TO CATERERS

1. PROVIDE AN EMAIL ADDRESS WHERE THE UCSB RISK MANAGEMENT OFFICE CAN RESPOND TO YOUR SUBMITTALS AND ADVISE THAT YOU HAVE BEEN APPROVED TO CATER UCSB EVENTS OR THAT YOU ARE NOT YET APPROVED AND WHAT REMAINS TO BE DONE BEFORE YOU ARE APPROVED.

2. BE ADVISED: A CATERER’S INVOICE WILL NOT BE PAID UNTIL THE REQUIREMENTS DESCRIBED BELOW HAVE BEEN MET. DO NOT ACCEPT ANY JOB ON THE UCSB CAMPUS UNTIL YOU HAVE BEEN PLACED ON THE APPROVED LIST OF CATERERS AND YOU HAVE SIGNED A CAMPUS CATERING PERMIT THAT HAS BEEN APPROVED BY UCEN DINING. IF YOU WORK ON CAMPUS WITHOUT MEETING THE REQUIREMENTS, ACCOUNTING WILL REJECT YOUR INVOICE UNTIL THE REQUIREMENTS ARE MET.

THE REQUIREMENTS THAT CATERERS MUST MEET TO CATER UCSB EVENTS

To be approved to cater UC Santa Barbara events, caterers must furnish to the UC Santa Barbara Risk Management Office a Certificate of Insurance, an Additional Insured Endorsement, and a current County Health Permit. 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