



University of California, Santa Barbara
Request for Certificate of Insurance From Food Service Provider
 Providing Food Services at UCSB Events

INSTRUCTIONS TO UC DEPARTMENT

Use the Request for Certificate of Insurance From Caterer form to obtain evidence of insurance from a caterer, concessionaire, or food truck from whom the department would like to obtain food services. Before a commercial food provider can provide services it must submit a current County Health Permit and a Certificate of Insurance that shows that it has insurance coverage that meets University insurance requirements (see below). Submit the Certificate of Insurance and the Health Permit to the campus Risk Management Office. Upon approval caterers will be added to the [List of Approved Caterers](#). H&RS Concessions will keep a list of all approved concessionaires and food trucks.

DEPARTMENT

Department: _____ Ph: _____ Fax: _____

Dept. Contact: _____ Email: _____

INSTRUCTIONS TO THE 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 food 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) 893-5837
 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.

FOOD SERVICES AT THE UNIVERSITY

- 1) The use of outside commercial caterers must be approved by UCen Catering and H&RS Special Events Catering, both of which have first right of refusal to cater any and all UCSB events. The use of concessionaires and food trucks must be approved by H&RS Concessions, which has first right of refusal for providing food services at events held by unaffiliated organizations in campus facilities or at athletic events, tournaments, or concerts sponsored by UCSB departments, including Arts & Lectures.
- 2) If a department does not obtain approval in advance, payment to companies that provide services may be delayed until approval is obtained. Departments ordering pizza delivery or catered food service whose total cost does not exceed \$150.00 do not need to obtain approval for these services. However, ALL food service at UCSB events, except for pizza delivery, must be from caterers who are on the [List of Approved Caterers](#) approved to cater UCSB events.
- 3) Before food providers can be approved to provide services at UCSB events, the campus Risk Management Office must review and approve their insurance coverage and their Health Permit. If a food service provider has not been approved to work campus events, 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 ron.betancourt@ehs.ucsb.edu.
- 4) Departments who want to use an outside food provider can learn more about the process by going to Catering/Concessions FAQs and to the Fact Sheet - [Catering Services at UCSB - Approval Process](#) for additional information.