



Request for Proof of Insurance From Caterer

INSTRUCTIONS

Use the Request for Proof of Insurance From Caterer to obtain a certificate of insurance from a caterer. (Before an off-campus caterer can provide food service at University events, it must provide proof that it meets University insurance requirements - as indicated below). Submit the certificate of insurance to UCSB Risk Management along with a copy of this form.

DEPARTMENT

Date of Event: _____ Time of Event: _____ Event Location: _____

Date of Request: _____ Department: _____ Fax: _____

Dept. Contact: _____ Email: _____ Ph: _____

SUBMIT REQUEST TO CATERER OR CATERER'S INSURANCE COMPANY

TO CATERER OR CATERER'S INSURANCE COMPANY: PLEASE PROVIDE PROOF THE NAMED CATERER MEETS THE UNIVERSITY'S INSURANCE REQUIREMENTS BY SUBMITTING A CERTIFICATE OF INSURANCE THAT MEETS THE REQUIREMENTS INDICATED BELOW.

CATERER

Name of Caterer: _____

Address: _____

City, State, Zip Code: _____

Phone No. & Fax No: _____

Contact Person: _____

CATERER'S INSURANCE COMPANY

Name of Caterer's Insurance Co: _____

Address: _____

City, State, Zip Code: _____

Phone No. & Fax No: _____

Contact Person: _____

UNIVERSITY INSURANCE REQUIREMENTS

CERTIFICATE HOLDER: _____ The Regents of the University of California
Business Services Office
University of California
Santa Barbara, CA 93106
Fax: 805/893-8521
Ph: 805/893-2860

GENERAL LIABILITY General Aggregate: \$2,000,000
 Prods./Completed Operations: \$2,000,000
 Personal & Advertising Injury: \$1,000,000
 Each Occurrence: \$1,000,000

AUTOMOBILE LIABILITY: \$1,000,000

WORKERS' COMPENSATION: As required by California State law

ADDITIONAL INSURED: The **Regents of the University of California** must be named additional insured under insured's General Liability policy

CANCELLATION PROVISION: Provide **30** days written notice to University of any modification, change, or cancellation of any insurance coverage.

For information about these requirements: Call UCSB Risk Management office, 805/893-2860.

PERMIT PROCESS FOR USE OF CATERERS AT UNIVERSITY EVENTS

- 1) If Caterer is on the approved list of caterers, Department must:
 - a) Obtain Caterer's signature on [UCen Dining Catering Permit](#) and submit it to UCen Dining Services (ph: 893-3773/fax: 893-7638).
 - b) Submit the event menu to UCen Dining Services for approval.
- 2) If Caterer is not already on the approved list of caterers, Department must also:
 - a) Obtain and submit Caterer's County Health Permit to UCen Dining Services.
 - b) Obtain and submit certificates of insurance to UCSB Risk Management (ph: 893-2860/fax: 893-8521) that demonstrate Caterer's compliance with University insurance requirements. Use the [Request for Proof of Insurance From Caterer](#) to request the required certificates of insurance from the Caterer.
- 3) UCen Dining Services will approve and sign the Catering Permit when all requirements have been met.
- 4) Department must submit approved Catering Permit to Accounting with Caterer's invoice before Accounting will approve payment.