

California State University, Chico
INSURANCE AND LICENSE/PERMIT REQUIREMENTS
FOR
CATERERS AND FOOD PROVIDERS

Caterers or food providers must provide the University with evidence of the following prior to commencement of services. Documentation must be received and approved by the University in advance of the event.

- Certificates of insurance in the amounts stipulated below.
- Policy endorsements as noted below.
- A copy of a current Butte County Department of Health license/permit if classified as a "caterer" within the Butte County Department of Health's classifications.
- A copy of a Butte County Department of Health or similar agency "Food Safety Training" certificate which certifies attendance at a state-approved training on food safety within the twelve (12) months preceding the campus event if classified as a "cook for hire" within the Butte County Department of Health's classifications.

Appropriate documentation is to be submitted to: Procurement and Contract Services
 California State University, Chico
 400 West 1st Street
 Kendall Hall Room 205
 Chico, CA 95929-0245 Fax No. (530) 898-4531

| REQUIRED MINIMUM LIMITS OF INSURANCE | |
|--|---|
| General Liability (comprehensive or commercial form) | \$1,000,000 per occurrence, \$2,000,000 aggregate |
| Employer Liability | \$1,000,000 |
| Business Automobile Liability ¹ (owned, scheduled, non-owned or hired) | \$1,000,000 per occurrence |
| Workers Compensation Insurance | As required under California State Law |

¹ Evidence of business automobile liability is required to drive in the campus core. Evidence of business automobile liability is not required to park in a campus parking lot or public streets.

| CERTIFICATE HOLDER | |
|--|---|
| The Certificate Holder is to be identified as: | Director of Risk Management California State University, Chico Chico, CA 95929-0130 |

| REQUIRED LANGUAGE TO BE PROVIDED ON POLICY ENDORSEMENTS |
|--|
| <p>With the exception of workers compensation insurance, all certificates of insurance shall be endorsed to contain the following provisions. Please make sure the wording on the endorsements is as shown below:</p> <p><i>The State of California; the Trustees of The California State University; California State University, Chico; CSU, Chico Research Foundation; University Foundation; and the officers, employees, volunteers and agents of each of them are included as additional insureds.</i></p> <p><i>Coverage shall not be cancelled, modified, or reduced without thirty (30) days advance written notice to the University, delivered by certified mail, return receipt requested.</i></p> |

OTHER REQUIREMENTS:

1. Each insurer shall have an A.M. Best (or equivalent) rating of at least A:VII unless otherwise agreed to by the University.
2. Original certificates of insurance and policy endorsements are required. Documentation may be faxed, but must be followed via mail with original documents.
3. Certificates of insurance and policy endorsements must be approved by the University prior to commencement of services by the Contractor/Vendor.
4. The Contractor/Vendor's insurance coverage shall be primary. The self-insurance maintained by the University, its Trustees, officers, employees, or volunteers shall be excess of the Contractor/Vendor's insurance and shall not contribute with it.
5. Self-insurance and self-insured retentions must be approved by the University Director of Risk Management.