

INSURANCE, LICENSE & PERMIT REQUIREMENTS FOR FOOD SERVICE PROVIDERS

Vendor Type	(1) General Liability of \$1 million per occurrence/\$2 million aggregate	Automobile Insurance Coverage of \$1 million	Workers' Compensation Insurance as required by State of CA	(2)Liquor Liability Insurance of \$1 million coverage	(2) Host Liquor Liability Insurance of \$1 million coverage	(3) Food Safety Training Certificate (ServSafe)	(3) Butte County Permit to Operate	(4) CSU, Chico Environmental Health & Safety (EHS) Permit	State Alcohol and Beverage Control License
Caterer	Yes	Yes, if driving on campus core.	Yes, If vendor has employees.	Yes, if serving alcohol.	Yes, if dispensing (university provided) alcohol.	No	Yes	No	Yes, if serving alcohol.
(5)Cook for Hire	Yes	Yes, if driving on campus core.	Yes, If vendor has employees.	Yes, if serving alcohol.	Yes, if dispensing (university provided) alcohol.	Yes	No	Yes, unless food is in exempt category.	Yes, if serving alcohol.
Mobile Food Preparation Unit	Yes	Yes, if driving on campus core.	Yes, If vendor has employees.	Yes, if serving alcohol.	Yes, if dispensing (university provided) alcohol.	Yes	Yes (displayed in window of unit)	Yes, unless food is in exempt category.	Yes, if serving alcohol.
Food Cart	Yes	Yes, if driving on campus core.	Yes, If vendor has employees.	Yes, if serving alcohol.	Yes, if dispensing (university provided) alcohol.	No	Yes (displayed on cart)	Yes, unless food is in exempt category.	Yes, if serving alcohol
Temporary Food Booth (Off Campus)	Yes	Yes, if driving on campus core.	Yes, If vendor has employees.	Yes, if serving alcohol.	Yes, if dispensing (university provided) alcohol.	No	Yes	No	Yes, if serving alcohol.
Temporary Food Booth (On Campus)	Yes	Yes, if driving on campus core.	Yes, If vendor has employees.	Yes, if serving alcohol.	Yes, if dispensing (university provided) alcohol.	No	No	Yes, unless food is in exempt category.	Yes, if serving alcohol.

FOOTNOTES:

- (1) a. Each insurer shall have an A.M. Best (or equivalent) rating of at least A VII unless otherwise agreed to by the University. The Certificate Holder on the Certificate of Liability Insurance is identified as:
 Risk Manager
 California State University, Chico
 Chico, CA 95929-0130
- b. The endorsement form shall list the additional insured as follows: "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." The endorsement shall also indicate that the vendor's insurance is primary.
- c. The Cancellation section of the Certificate of Insurance shall read as follows: "Should any of the above described policies be cancelled, modified, or reduced before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left." When using a standard insurance form, such as an Acord product, the words "endeavor to" must be crossed out and the contractor or insurance agent must agree to comply with the requirement as then stated.
- (2) Executive Memorandum 09-07, University Policy on Hospitality Expenses, available at http://www.csuchico.edu/prs/EMs/EM09/em09_07.shtml , provides detailed information about alcohol restrictions on campus, obtaining approval through the University Housing & Food Service, and funding restrictions. Executive Memorandum 99-11, Campus Alcohol Policy is available at http://www.csuchico.edu/prs/EMs/EM99/em99_11.htm. The process for securing a liquor license for a sponsored event held on campus is available <http://www.csuchico.edu/hfs/policy/license.html>.
- (3) Information from the Butte County Department of Health can be obtained at www.buttecounty.net/publichealth or by contacting (530) 538-7581.
- (4) Information from the department of Environmental Management, Health & Safety can be obtained at www.csuchico.edu/ehs/ or by calling (530) 898-5126.
- (5) A Cook for Hire can only use approved campus kitchens. These are Bell Memorial Union and Whitney Hall facilities.