

Food and Beverage Service Agreement

Name of Organization:

Name of Person in Charge of Organizing Event or Food & Beverages:

Phone:

E-mail:

Date of Event:

Name of Event:

Room:

- All preparation and serving of refreshments must be in accordance with SFSU University policy, and State and Federal Health Codes.
- All groups reserving a room/space in the Cesar Chavez Student Center are required to complete the 'food and beverage service agreement' if refreshments will be served as part of the event/activity for which the reservation is made.
- Food and beverage consumption is to be confined to the room/space for which the reservation has been confirmed.
- Food and beverage consumption IS NOT PERMITTED in hallways for any event, except when special permission is granted by Associated Students, Inc.
- **The organization is responsible for cleaning up and making sure that rooms/spaces are left in the same condition that you found them.**

Please complete Part A, B, C or D

Part A

- An on-campus vendor will provide catering for our event.
(UCorp vendors carry their own liability insurance.)

Name of vendor:

Part B

- Catering for our event will be provided by **an outside vendor**.
- The caterer understands that no Student Center equipment or supplies may be used.
 - The caterer understands that the use of Styrofoam is prohibited in the Student Center.
 - I understand that the outside catering service must produce and maintain a Liability Insurance Certificate (minimum \$2 Million.) A copy of this certificate must be received by the Associated Students no later than ten (10) working days prior to the scheduled event.

Part C

- We, as the sponsoring organization, will be providing pre-packaged food and beverages**, and therefore take full responsibility for the preparation, serving and consumption of the refreshments at the event.
- The food and beverages will be obtained from a licensed and permitted retail or wholesale food retailer.
 - I/We have read and understood the attached University Environmental Health and Safety Office Food Sales Sanitation Requirements.
 - We will be providing the following food and beverages:
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Part D

- **We, as the sponsoring organization, will be having a potluck, and therefore take full responsibility for the preparation, serving and consumption of the refreshments at the event.**
- The meeting is a closed function (**for members only**).
- I/We have read and understood the attached University Environmental Health and Safety Office Food Sales Sanitation Requirements.

Signature Date
Representative, Sponsoring Organization

Signature Date
Meeting & Events Coordinator

Certificate of Insurance Requirements

- **General Liability Insurance with limits of no less than \$1,000,000 per occurrence for bodily injury and property damage, and an aggregate limit of \$2,000,000.**
- **Employer Liability: \$1,000,000**
- **Business Automobile Liability (if applicable): minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.**
- **Workers' Compensation (if applicable): \$1,000,000**
- **The Insurance Carrier must have a minimum Best's rating of at least A:VII**

The State of California, the Trustees of the California State University, San Francisco State University, Associated Students, Inc., and the officers, employees, volunteers, and agents of each of them must be named as additional insured.

IMPORTANT: An Additional Insured Endorsement Page, Form CG 20 11 11 85, must also be submitted with the Certificate of Insurance.

- **The Certificate of Insurance should include a description of the event, the date of the event, and the name of the sponsoring organization.**
- **The insurance must be in effect at all times during the reservation period, including early arrivals and late departures.**
- **The Certificate of Insurance must contain the statement that the insurance company will notify Cesar Chavez Student Center thirty (30) days in advance of insurance cancellation.**
- **A copy of the certificate must be received by the Associated Students, Inc. no later than five (5) working days prior to the date of the scheduled event at the following address:**

Certificate Holder:

Associated Students, Inc.
1650 Holloway Avenue, C-134 San Francisco, CA 94132
Attention: Meeting & Events Coordinator
Fax: (415) 338-1738
Phone: (415)338-2416
E-mail: markj@asi.sfsu.edu