

UNIVERSITY OF CALIFORNIA, DAVIS

Approved Registered Caterers Renewal July 1, 2006 – June 30, 2007

Establishment Information

Establishment Name:	<input type="text"/>
Address:	<input type="text"/>
City, State, Zip:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Catering Contact:	<input type="text"/>
Catering Contact Email:	<input type="text"/>
Web Address:	<input type="text"/>

If your business headquarters is located at a different address than your establishment, please enter the address at which you would to receive next year's Approved Registered Caterers Application at.

Owner Information

Owner Name:	<input type="text"/>
Address:	<input type="text"/>
City, State, Zip:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
Owner Email:	<input type="text"/>

If you have any questions about this process or our catering requirements, please call the Assistant to the Director of Campus Events & Visitor Services at (530) 752-8030.

Please Note: All required documents and fees listed below are due at time of application. To be eligible for a reduced continuous renewal rate of \$75, your complete application must be received by July 1st 2006.

? **1.) Application Fee - Required**

A reduced, non-refundable renewal rate of \$75 is available to those who return their **complete** application before **July 1st, 2006**. Thereafter, a fee of \$175 for renewal is due upon receipt of the signed application form. Please make check payable to the **Regents of the University of California. Incomplete applications will be returned and the \$75 renewal fee will still apply.**

Check Number:

? **2.) Permanent Food Facility County Health Permit - Required**

Please attach a copy of your current permanent food facility county health permit.

Health Permit Issued By:

Expiration Date:

? **3.) Current Food Handler Certificate - Required**

Please attach a copy of your current food handler (or food safety) certificate. For example, issued from ServSafe.

Certificate Issued By:

Expiration Date:

? **4.) License to Serve Alcohol - Optional**

If you have a license to serve alcohol at off-site catered events, please attach a copy to this application (Department of Alcoholic Beverage Control Type 58 Caterer's Permit).

? **5.) Insurance - Required**

All Certificates of Insurance must name the Regents of the University of California, as an additional insured and obligates the insurer to notify UC Davis at least thirty (30) days prior to cancellation or changes in any of the required insurance. The Certificates of Insurance should read:

Regents of the University of California
University of California, Davis
One Shields Avenue
Davis CA 95616

Items A through E must be attached to this application.

A. ? General Liability: Comprehensive or commercial Form (minimum limits)

- | | | |
|----|------------------------------------|-------------|
| 1. | Each Occurrence | \$500,000 |
| 2. | Products and Incomplete Operations | \$1,000,000 |
| 3. | Personal and Advertising Injury | \$500,000 |
| 4. | General Aggregate | \$1,000,000 |

If such insurance is written on a claims-made form, it shall be subject to the University's approval as to survival of coverage and the retroactive date of placement.

B. ? Commercial Automobile Liability:**

For owned, scheduled, non-owned, or hired automobiles with a combined single limit of no less than \$1,000,000 per occurrence (minimum limits).

**In lieu of Commercial Automobile Liability, a "rider" on Personal Auto Insurance verifying policy coverage in the amount of \$1,000,000 per occurrence (minimum) as well as a statement specifying commercial/business use of the vehicle being insured may be submitted.

C. ? Worker's Compensation: As required under California State Law.

D. ? Optional Liquor Liability Insurance: In order to serve alcohol on campus without a Type 58 Caterer's Permit, a copy of proof of Liquor Liability coverage, in the amount of \$1,000,000 per occurrence (minimum) must be included.

E. ? Such other insurance in such amounts as from time to time may reasonably be required by mutual consent of UC Davis and Caterer against such other insurable hazards relating to performance.

Indemnification

Caterer shall defend, indemnify, and hold the University, its officers, employees, and agents harmless from and against any and all liability, loss expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the Caterer's activities on University premises but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Caterer, its officers, agents or employees.

Maintaining Current Information

If your Health Permit, License to Serve Alcohol, or Insurance Coverage expires before June 30, 2007, you are required to notify the Assistant to the Director of Campus Events and Visitor Services, and send a copy of the new permit, license, or proof of coverage. If these documents are not kept up to date, and the Assistant to the Director is not notified of the renewed documents, the University reserves the right to cancel your status as an Approved Registered Caterer and your fee will not be refunded.

Please check the conditions that apply to your business:

Accepts P.O.	?
Can Sell Alcohol	?
Can Serve Alcohol	?
Breakfast	?
Lunch	?
Dinner	?
Break Service	?
Full Service	?
Drop Off Available	?
Pick Up Available	?

I have read this application and the attached regulations. By signing below, I warrant that I understand and agree to comply with the contents of this application and the attached regulations. Further, I understand that my registration is valid only if my health permit, alcohol license and insurance coverage remain current. Any violations of regulations may cause removal from the University's registered list of approved caterers.

Signature:

Date:

Please send or fax the completed application to:

Assistant to the Director
Campus Events and Visitor Services
University of California, Davis
442 Memorial Union
One Shields Avenue
Davis, CA 95616-8544

Phone: (530) 752-8030
Fax: (530) 752-3388

FOR UNIVERSITY USE ONLY

Approved By:

Date:

UNIVERSITY OF CALIFORNIA, DAVIS

Guidelines for Approved Registered Caterers Using UC Davis Facilities

Caterers or restaurants who wish to provide service at the University of California, Davis must be registered through the Campus Events and Visitor Services Department.*

1. Approved registered caterers may provide service to the University of California Davis EXCEPT in the following facilities:

- Silo Union
- Memorial Union

(Catering kitchens available in Alumni Center, Putah Creek and Recreation Pool Lodges -- These are Catering Kitchens ONLY - facilities and appliances do not accommodate food preparation.)

2. Approved registered caterers with the appropriate Department of Alcoholic Beverage Control License (ABC Type 58 Caterers Permit) may be approved to serve alcohol at private events in the facilities noted above consistent with campus guidelines. The campus Permit to Serve Alcoholic Beverages is submitted by the sponsor at least ten (10) working days prior to the event. Campus Events and Visitor Services reviews and acts on the request and forwards approved copies to the sponsor, caterer, facility manager and campus police. Neither the sponsor nor the caterer should assume the service of alcohol will be approved as requested or finalize plans for the provision of alcohol until receiving an approved permit. Often elements of the event are revised during the approval process (e.g., serving times, amount of alcohol, type of food) to bring the request into compliance with campus guidelines.
3. During the use of the facility, the university's facility manager is responsible for all activities occurring in that facility. All decisions made by the facility manager shall be final.
4. The event sponsor is responsible for the following:
- Direct coordination of food service with the caterer/restaurant.
 - Payment of charges to the caterer and any additional facility rental fees incurred for the caterer to set up and clean up.
 - Reimbursement for any damages that may occur.
 - Use of university funds for payment of food service must be in accordance with University Policy 330-80.
 - Obtaining an approved Permit to Serve Alcoholic Beverages. Form must be submitted to Campus Events and Visitor Services a minimum of ten (10) working days prior to event.
5. A valid UC Davis parking permit is required to park on campus Monday through Friday, 7 a.m. until 10 p.m., September 15 through June 15. On the remainder of the summer dates, a permit is required from 7 a.m. until 5 p.m. Vendor parking permits may be purchased from the kiosk attendant at the entrance gates or from dispensing machines in the public lots.

*Applications to register can be obtained from Campus Events and Visitor Services; University of California, Davis; 442 Memorial Union; One Shields Avenue; Davis, CA 95616-8544, or by calling 530-752-8030.

UNIVERSITY OF CALIFORNIA, DAVIS

Catering Guidelines **California Conference of Directors of Environmental Health**

I. PURPOSE

The California Uniform Retail Food Facilities Law (CURFFL) does not specifically mention caterers. The purpose of these guidelines is to provide a set of criteria that will assist regulators and other interested parties in providing consistent enforcement of caterers with regard to CURFFL. Since it is not possible to cover every type of catering function, these guidelines are to be used to determine where and how a caterer is to be regulated.

II. DEFINITIONS

A. Caterer:

Any person who operates from a permitted food establishment and who supplies food and related services including but not limited to an off-premises catering function.

B. Catering Vehicle:

Vehicle upon which food, beverage and related serving equipment are transported to a catering function.

C. Cook for Hire:

Any person hired to prepare and/or serve food at a private function. All food prepared by a cook for hire is handled at the location of the private function. No food is stored, prepared or handled, nor utensils washed or stored at the private function. No food is stored, prepared or handled, nor utensils washed or stored at the private home of the cook for hire. No health permit is required.

D. Off-Premises Catering Function:

Any private or public function where a caterer provides food and related services for a person or persons at a location other than their permitted food establishment. A function occurring on premises is not covered by these guidelines.

E. Private Function:

A function for or restricted to a particular group from which the public is excluded. Examples include, but are not limited to, private parties such as weddings and receptions.

F. Public Function:

A function to which the public is invited. Examples include, but are not limited to, promotional events and benefits.

III. OPERATIONAL REQUIREMENTS

A. Any person doing business as a caterer, as previously defined, must have a valid health permit (Section 113920).

B. All food, prior to the function, shall be stored and prepared at the caterer=s permitted food establishment or other approved food facility (Sections 113980 and 114010).

C. All utensils and equipment shall be washed and stored at the caterer=s permitted food establishment. Prior to use, all utensils shall be sanitized according to Sections 114060, 114090 (Sections 114050, 114090).

D. At all times that the caterer has control over the food, including periods of storage, preparation, transportation and service, all food shall be adequately protected so as to be maintained pure and free of contamination, adulteration, and spoilage (Sections 113980, 114010, and 114050).

E. Catering vehicles shall be maintained in a clean, sanitary condition (Section 114040).

F. Utensils and equipment shall be protected from contamination (Sections 114060, 114260(h)).

G. All potentially hazardous food shall be maintained at temperatures specified in Section 113995.

H. The caterer shall not provide home-prepared food at a catering function (Section 114015).

I. All food handlers shall wash their hands and arms with cleanser and warm water before commencing work, immediately after using toilet facilities, and as frequently as necessary to prevent contamination of food (Section 114020).

J. Toilet facilities shall be available within 200' of the catering function (Section 114315(e)).