



INSURANCE REQUIREMENTS FOR CATERERS

A Certificate of Insurance must be issued as follows:

A) The Certificate Holder must be shown as:

**The Pennsylvania State University
c/o Risk Management Office
103 Rider Building II
227 West Beaver Avenue
State College, PA 16801** (Note: Zip Code is correct as shown)

B) The Certificate of Insurance must evidence a minimum of \$1,000,000 per occurrence of both General Liability and Products Liability Insurances, written on an occurrence basis.

C) The Pennsylvania State University must be shown as an Additional Insured under the above coverage. Description must state: The Pennsylvania State University is listed as an additional insured.

D) Where applicable, Worker's Compensation Insurance should also be shown.

E) If the caterer wishes to be approved for the serving of alcohol, the Certificate, must also evidence Liquor Liability Insurance with the University shown as an Additional Insured.

F) The certificate should provide for thirty day notice of cancellation.

Any Certificate of Insurance limited to a specific event or date is **not** acceptable.

Notes:

1. A letter will be sent to the caterer once the certificate of insurance has been received.
2. Listing will be for all locations and operations of the University.
3. The caterers will be listed by County on the Risk Management Web Page at [Listed Caterers](#)
4. In order for the caterer to remain in our listing, a **new** Certificate of Insurance **must** be supplied to The Risk Management Office whenever the insurance is **renewed**, which normally occurs on an annual basis. The University will **not** contact the caterer before deleting it from the listing due to an expired certificate.
5. Any notice from an Insurance Company that a caterer's insurance has been cancelled for any reason will result in the deletion of that caterer from the listing.
6. NOTE: Per the University's contractual agreements, caterers are to be serving Pepsi products at these events.

Any questions regarding these instructions should be directed to the University's Risk Management Office, (814) 865-6307 or Fax (814) 865-4029.