



University Risk Management
 302 N. Normal
 Campus Box 1270
 Normal, IL 61790-1270
 Phone: (309) 438-1900
 Fax: (309) 438-1916

University-Approved Alcohol and Food Vendor Certification

_____ (Company name) ("Caterer") has contracted to cater events on the Illinois State University ("University") campus which may include preparing, serving, selling, dispensing or otherwise providing food or alcohol. Caterer hereby acknowledges receipt of the University's [alcohol](#) and food policies, and agrees to comply with the terms of those policies. This Certification is effective from the date this form is signed to the expiration date on the attached Certificate of Insurance. Caterer certifies the following, as required by University policy:

Check applicable services:	Alcohol Only	Food Only	Alcohol and Food
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Alcohol:

1. Any and all individuals provided by Caterer to serve, sell, dispense, or otherwise provide alcohol at any event on property owned or controlled by the University shall:
 - a. Have current alcohol server training certification by a program nationally recognized in the field (TIPS or BASSET)
 - b. Be over the age of twenty-one (21)
2. Caterer maintains appropriate and current license to serve alcohol.
3. Caterer maintains minimum insurance coverage as required by the University*.

*Minimum insurance coverage required by the University for each type of insurance is as follows:

Type of Insurance	Minimum Coverage
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Auto Liability	\$1,000,000 combined single limit
Liquor Liability (if applicable)	\$1,000,000 per occurrence
Workers' Compensation Employer's Liability (Not required of sole proprietors)	Statutory \$500,000

Note: A copy of Caterer's liquor license, certificate of liability insurance, and proof of alcohol training must be attached to this University Certification. Caterer is responsible for providing adequate supporting documentation. **These documents must be provided or vendor will be removed from ISU Approved Alcohol Vendor listing.**

Food Events:

1. Any and all individuals provided by Caterer to prepare or serve food at any event on property owned or controlled by the University shall have food handler or manager certification as required by the State of Illinois.
2. Prior to each event, the Caterer shall complete and submit a University Approved Food Vendor Event Information Form to Environmental Health and Safety.
3. Caterer shall maintain minimum insurance coverage as required by the University*.

*Minimum insurance coverage required by the University for each type of insurance is as follows:

Type of Insurance	Minimum Coverage
Commercial General Liability	\$1,000,000 per occurrence
Liquor Liability (if applicable)	\$1,000,000 per occurrence

<p>For University Risk Management Personnel Use Only</p> <p>Received by: _____</p> <p>Date: _____</p>
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Signature _____

Title _____

Company _____

Date _____