Catering - On and Off Campus

POLICY
The decision to have food at a UW event, either on or off campus, presents a number of concerns, including the safe and proper handling of the food, as well as business concerns regarding purchasing and accounting processes and whether the provider has adequate insurance in place. The University has established the following policies as best practices as a precaution against the risk of food-borne illness. This policy covers all transactions regardless of dollar amount.

PROCEDURES
A. ON CAMPUS CATERING:
   o When you are holding an event or a meeting on property owned or leased by the University and food will be served, departments should contact University Catering Departments (if any) to ascertain whether they can cater the event.
   o If the University Catering Department is not available to provide the catering or if there is not a UW Catering Department, then the department has approval to contact a vendor for the event.
   o All vendors who perform catering services on UW property must provide, prior to the event, a current insurance certificate with high-risk insurance limits, which must be forwarded to Purchasing for approval.
   o All Purchasing and Business Services policies apply to vendor provided catered events. Purchasing has Contract Signatory Authority. Departments do not have the authority to sign contracts. Contracts should be forwarded to Purchasing Services for approval.

Definition of Vendor Catering:
An off-campus catering vendor provides food service for University sponsored programs on property owned or leased by the University, is both licensed and insured, and prepares, transports, set outs and/or serves the food. An insurance certificate with high-risk insurance limits is required.

Catering does NOT include:
Food purchased by University staff or prepared food (pre-packaged box lunches, sandwiches, cheese trays, pizza, cookies, fruit or similar items) purchased from a licensed restaurant and/or catering operation and served by university staff on property owned or leased by the University. Prepared food may be delivered by the vendor or picked up at the vendor’s site by university staff.

B. OFF CAMPUS CATERING:
   o When you are holding an event or a meeting in a hotel, restaurant, community hall, or in another rental location off campus, and you will be serving food, you may be required to have the provider show proof of insurance.

   o All Purchasing and Business Services policies apply to vendor provided catered events. Purchasing has Contract Signatory Authority. Departments do not have the authority to sign contracts. Contracts should be forwarded to Purchasing for approval.
Note: Purchasing the ingredients for a meal, prepared by an individual who is not a licensed restaurant and/or catering operation, is not reimbursable through the University, since there is no way to determine the qualifications of the cook nor the sanitation of the kitchen. Events held in private homes must utilize prepackaged foods, a licensed restaurant, and/or catering operation.

C. YOU WILL NEED AN INSURANCE CERTIFICATE:
   o If you hire a Caterer to provide and serve food or if you hire a restaurant to serve food at a location other than their restaurant. Prior to the event, the Certificate must be forwarded to Purchasing for approval.

D. YOU WILL NOT NEED AN INSURANCE CERTIFICATE:
   o If the meal will be provided and served in a restaurant.
   o If the meal is being provided and served by the hotel kitchen staff or by the hotel caterer where the event/meeting is being held.

E. HIGH RISK INSURANCE COVERAGE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Compensation (WC): Contracts</td>
<td>Required for all NO EXCEPTIONS</td>
</tr>
<tr>
<td>Commercial General Liability (CGL):</td>
<td></td>
</tr>
<tr>
<td>Products &amp; Completed Operations</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Each Occurrence</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Liquor Liability (when applicable)</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Automobile Liability, Combined Single Limit</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

Additional Insured: The contractor shall add the "Board of Regents of the University of Wisconsin System, its officers, employees and agents" as an additional insured under the commercial general liability policy.