

Off Campus Food Vendor Checklist

No food and beverage will be sold or served in Atwood Memorial Center (AMC) or on the adjacent malls, unless purchased through or prepared by, Sodexo and/or AMC Convenience Store and/or AMC. This is in accordance with Minnesota State Law, St Cloud State University (SCSU) and MnSCU policies, as well as the existing contracts.

If an outside catering company is approved, the following items **must** be provided at least one 30 days prior to the scheduled date of the event. No exceptions to this deadline will be considered:

- Approval from the Director of AMC which will be based on the obtaining the following documentation.
- A current copy of the catering company's license(s)
- Workers Compensation Insurance*
 - A. Statutory Compensation Coverage**
 - B. Coverage B – Employers Liability with limits of not less than:**
 - \$100,000 Bodily Injury by Disease per Employee
 - \$500,000 Bodily Injury by Disease Aggregate
 - \$100,000 Bodily Injury by Accident
- Automobile Liability Insurance*
 - A. Minimum Limits of Liability:**
 - \$1,000,000 – Per Occurrence - Bodily Injury and Property Damage Combined Single Limit
 - B. Coverages:**
 - Owned Automobile
 - Non-owned Automobile
- General Liability Insurance*
 - A. Minimum Limits of Liability:**
 - \$1,000,000 – Per Occurrence
 - \$2,000,000 – Annual Aggregate
 - \$2,000,000 – Annual Aggregate applying to Products/Completed Operations
 - B. Coverages:**
 - Premises and Operations Bodily Injury and Property Damage
 - Personal & Advertising Injury
 - Blanket Contractual
 - Products and Completed Operations
 - Other; please list _____
 - State of Minnesota and Sodexo named as Additional Insured
- Liability Waiver

Caterer needs to sign a waiver provided by the university that releases SCSU of any liability related to any food or beverage provided by the caterer and served on campus.
- Additional Requirements

Caterer will transport all food and beverage to campus. Caterer will provide all serving equipment and supplies necessary to maintain the food at safe temperatures. Caterer will be on site to manage the serving of all food provided and ensure that the food has been maintained at safe temperatures.
- Fee

The sponsoring organization agrees to pay AMC \$250.