



University Risk Management  
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## University-Approved Alcohol and Food Vendor Certification

*This form must be completed by the caterer, not the event sponsor*

\_\_\_\_\_ (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](#), [food](#), and [open flame](#) policies, and agrees to comply with the terms of those policies and policy acceptance statements (see next page). 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:  Food Only  Alcohol and Food

**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
<b>Commercial General Liability</b>	\$1,000,000 per occurrence \$2,000,000 aggregate
<b>Auto Liability</b>	\$1,000,000 combined single limit
<b>Liquor Liability (if applicable)</b>	\$1,000,000 per occurrence
<b>Workers' Compensation Employer's Liability (Not required of sole proprietors)</b>	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 and necessary food permits from the local health department.
2. Prior to each event, the Sponsor shall complete and submit an online Alcohol and/or Food Event Approval form.
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
<b>Commercial General Liability</b>	\$1,000,000 per occurrence
<b>Liquor Liability (if applicable)</b>	\$1,000,000 per occurrence

**For University Risk Management Personnel Use Only**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Title \_\_\_\_\_

Signature \_\_\_\_\_

Caterer Name \_\_\_\_\_

Date \_\_\_\_\_

## ALCOHOL:

- I have read, understand, and agree to comply with [University Alcohol Policy 5.1.20](#).
- No attendees will be allowed to bring their own alcohol into the event.
- No attendees will be allowed to remove alcohol from the venue.
- No individuals will be allowed to enter the event other than invited guests.
- No individuals under the age of 21 will be served alcohol at the event.
- No university funds (other than Foundation accounts) will be used to purchase alcohol for the event. Approval for use of Foundation funds must be obtained from University Advancement prior to submitting this survey.

## FOOD:

- I have read, understand, and agree to comply with [University Policy on Sale/Distribution of Food on Campus 5.3.11](#) and if applicable, the [University Open Flame Policy](#).
- Food and ice must be obtained from an approved source. Keep receipts as they may be required for inspection. Proper scoops must be used for dispensing ice.
- All food must be prepared on site or in an approved kitchen that is inspected by regulatory authorities. Home prepared food will not be allowed for service with the exception of non-potentially hazardous baked goods prepared at home with prior authorization from ISU Environmental Health & Safety.
- Proper cold (<41°F) and hot (>135°F) holding temperatures must be maintained during transportation, storage, and serving.
- When preparing food products that require a minimum internal cooking temperature, a metal-stemmed thermometer must be provided ranging from 0°F-220°F for monitoring internal cooking and holding temperatures. The thermometer must be cleaned and sanitized before and after use.
- A hand washing station is required for most food events. An example would be a hands free flowing type container with spout, warm water, liquid soap, single use/disposable paper towels, and a container for catching waste water. Hand sanitizer is not an acceptable substitute for hand washing in most cases. Avoid direct hand contact with ready to eat foods by providing gloves, tongs, deli tissue, etc.
- A potable water source must be provided for consumption, washing, rinsing, sanitizing, and hand washing.
- At least three sink basins are required for manual utensil cleaning. Use the first basin to clean utensils, the second for rinsing and the third for chemical sanitizing.
- If food items are being prepared on site or there is potential for cross contamination, a sanitizer solution must be provided. Sanitizing solutions shall be equivalent to 50 ppm chlorine (bleach); for other sanitizers, follow directions on the container. Chemical test strips must be used to measure sanitizer concentration.
- All liquid wastewater must be disposed of into public sewers or in a manner approved by ISU Environmental Health & Safety. Adequate solid waste receptacles must be provided on-site.
- Some temporary food stands may need to provide an overhead cover to protect the interior of the stand from inclement weather.
- Effective hair restraints must be provided and used by those involved in the preparation and distribution of food (i.e. hats, hairnets, etc.). Only single-service utensils shall be used (forks, knives, spoons, cups, plates) and shall be stored and dispensed in a way to prevent contamination.
- Condiments (i.e. sugar, sauces, etc.) must be dispensed from approved, covered containers or single-service packets (i.e. pump dispenser, "squeeze" type bottle, containers with self-closing lids, etc.).
- Hot foods that create grease laden vapors and odors shall not be prepared indoors, under roof extensions, or within 25 feet of any building.
- Hot ashes, cinders, smoldering coals or greasy, oily materials subject to spontaneous ignition shall not be deposited in a combustible receptacle. Hot ash receptacles can be obtained through the [Facility Request for Non-Academic Use form](#).