



Finance & Administrative Services
Procurement Services

April 1, 2014

Dear Caterer:

As a matter of institutional policy and in compliance with its program of risk management, LSU is now requiring that food caterers providing catering services within LSU facilities and premises do so under a license that embodies the following main points:

1. Caterers agree to comply with the various safety, health, and sanitation laws and regulations that apply to food catering.
2. Caterers agree to indemnify LSU against any adverse consequences resulting from the caterer's activities.
3. Caterers agree to carry certain specified insurance and to provide LSU with a certificate of insurance naming the Board of Supervisors of Louisiana State University as an additional insured.
4. Caterers who cater alcoholic beverages agree to comply with applicable local, state, and federal laws and LSU policies as are now applicable or which may be established during the term of this agreement regarding alcoholic beverages within LSU premises. Specific requirements include: 1) required governmental licenses and permits for the sale and serving of alcoholic beverages, 2) completion of Responsible Alcohol Service Training state law requirement; 3) employees catering an event may not be members or affiliates of the organization/department sponsoring the event, 4) that no LSU funds may be used for the purchase of alcoholic beverages, and 5) carry liquor liability insurance in the amount of \$1,000,000.

If you desire to become so licensed, please complete the attached licensing agreement and return it to this office along with the required certificate of insurance.

The licensing requirement applies to all catered food events within LSU facilities and premises whether the event is handled through this office with public funds under the state Procurement Code or whether it is handled directly with private funds.

In granting this license, LSU makes no representations that any licensed caterer will, in fact, be selected to provide food catering on the campus; however, the list of licensed food caterers will be distributed to members of the University community for their use in selecting food caterers who are prequalified to cater events on the campus.

Please call should you have questions.

Sincerely,

Valeri Phillips
Administrative Program Specialist