



## Risk Management Office

The Pennsylvania State University  
 227 W. Beaver Avenue  
 Suite 103, Rider Building II  
 State College, PA 16801  
 (814) 865-6307  
 (814) 865-4029 Fax

A Certificate of Insurance must be issued as follows:

A) The Certificate Holder must be shown as:

The Pennsylvania State University  
 c/o Risk Management Office  
 103 Rider Building  
 227 West Beaver Avenue  
 State College, PA 16801

B) The Certificate of Insurance must evidence a minimum of \$1,000,000 per occurrence of both General Liability and Products Liability Insurances, written on an occurrence basis.

C) The Pennsylvania State University must be shown as an Additional Insured under the above coverage. **NOTE:** If the Certificate includes a second page with the standard ACORD language that shows two paragraphs under the heading "IMPORTANT" followed by a paragraph labeled "DISCLAIMER", a copy of the ENDORSEMENT must be attached.

D) Worker's Compensation Insurance should also be shown.

E) If the caterer wishes to be approved for the serving of alcohol, the Certificate, must also evidence Liquor Liability Insurance with the University shown as an Additional Insured. *NOTE: It does not matter if the Caterer purchases the alcohol or not, even if they plan only to serve the alcohol Liquor Liability must be evidenced.*

F) The certificate should provide for thirty day notice of cancellation.

Any Certificate of Insurance limited to a specific event or date is **not** acceptable.

**Notes:**

1. Listing will be for all locations and operations of the University.
2. The caterers will be listed by County on the Risk Management Web Page at [Listed Caterers](#)
3. In order for the caterer to remain in our listing, a **new** Certificate of Insurance **must** be supplied to The Risk Management Office whenever the insurance is **renewed**, which normally occurs on an annual basis. The University will **not** contact the caterer before deleting it from the listing due to an expired certificate.
4. Any notice from an Insurance Company that a caterer's insurance has been cancelled for any reason will result in the deletion of that caterer from the listing.
5. **NOTE:** Per the University's contractual agreements, caterers are to be serving Pepsi products at these events.

Any questions regarding these instructions should be directed to the University's Risk Management Office, (814) 865-6307 or Fax (814) 865-4029.