



Tulane University Checklist for Outside Caterers
Office of Facility Management and Campus Development
6823 St. Charles Ave. | Building 85 | New Orleans, LA 70118
Office: (504) 862-8464 | **Email:** JThelen1@Tulane.edu



Licenses and Permits (Please attach copies of documents):

- ☐ City of New Orleans Occupational or General Business license, in alignment with City of New Orleans Ordinances.
- ☐ Food Handler's/Health Permit as required by the State of Louisiana Health and Hospitals, Sanitary and Services Office, which shall be available on site on the day of the event and provided for review, upon request.
- ☐ Tax Identification Number will be provided by Caterer.
- ☐ Caterer's State of Louisiana Liquor License and any Server's License for those selling, distributing and furnishing of alcohol to patrons, regardless of whether or not employed by Caterer. Liquor License shall be posted on site on the day of the event. All servers shall have proof of **TIPS® (Training for Intervention Procedures)** certifications on their person on the day of the event.

Agreements and Posting of License/Permit:

- ☐ Caterer shall be required to sign and return a Facility Access to Premises and Catering Agreement prior to providing catering services on Tulane University's premises. A Tulane University Catering Permit will be provided by Tulane University Department of Facility Services at the time of an executed agreement that Caterer shall display at all times while providing services on Tulane University's Premises. In addition to the posting of Caterer's Liquor License, the Catering Permit will specify if Caterer is approved by Tulane University to serve alcoholic beverages in addition to food and non-alcoholic beverages on Tulane University's Premises.

Insurance (Please attach Certificate of Insurance):

- ☐ Requirements: Caterer shall provide and maintain, at its sole cost and expense:
 - Commercial General Liability insurance in an amount not less than \$1,000,000 for each occurrence for bodily injury and property damage, and including coverage for contractual liability assessed through any Agreement entered into by Caterer and Tulane University.
 - When applicable (furnishing of alcoholic beverages), coverage shall include Liquor Liability insurance in an amount not less than \$1,000,000 for each occurrence for Caterer and its servers, whether or not employed by Caterer.
 - Workers Compensation insurance covering all persons employed or working on behalf of Caterer.
- ☐ Certificate of Insurance: Caterer shall furnish to Tulane University a certificate of insurance showing compliance with the insurance requirements above. Certificate Holder shall be listed as: The Administrators of the Tulane Educational Fund. Submit to Tulane University, Office of Insurance and Risk Management, 6823 St. Charles Ave., 324 Gibson Hall, New Orleans, LA 70118
- ☐ Additional Insured Clause: The Administrators of the Tulane Educational Fund shall be named as an additional insured on the Caterer's insurance coverages and noted on the Certificate of Insurance.

Orientation, Parking, Security and Fire Safety:

- ☐ Tour and Orientation: Caterer agrees to participate in a tour and general orientation (conducted by Tulane University's Department of Facility Services at time set by same) of the Tulane University area before the catering event.
- ☐ Parking: Parking of Caterer's commercial vehicles shall be coordinated with and approved by Tulane University Police Department (TUPD) and University Events Coordinator in advance of the Caterer's event.
- ☐ Security: All Security shall be provided by TUPD at no additional cost. Tulane University assumes no responsibility for the loss or damage to any articles owned by Caterer or their patrons. This includes property left at an event, prior to, during, or after an event.
- ☐ Fire Safety: All open flames or grilled services shall be permitted by the City Of New Orleans. The State Fire Marshal may provide any approval documents during inspection.

Prohibited Practices Regarding Beverage Service and Tulane University Branding:

- ☐ Pouring Rights: Tulane University has an exclusive agreement with Coca-Cola for the distribution of all non-alcoholic beverages (including bottled water) on the Tulane University Premises. All service of non-alcoholic beverages must be Coca-Cola products.
- ☐ Alcoholic Beverages: In addition, Tulane University has an exclusive agreement on the brands and types of alcoholic beverages that can be served on Tulane University Premises as provided on the attached list (Exhibit A). All alcoholic beverages sold or otherwise provided by Caterer must be the brands and types referenced on the list in Exhibit A. Caterer shall ensure that all Servers are **TIPS® (Training for Intervention Procedures)** trained and certified.
- ☐ Prohibited Use of Tulane University Branding: Caterer shall not use the name of any logo, trademark, or other indicia of Tulane University without the prior written consent of an authorized representative of Tulane University. Written consent is to be obtained through the University Communication and Marketing Office via email trademark@tulane.edu.

Caterer's Signature _____ **Date** _____