



REQUIREMENTS FOR CATERERS/VENDORS

Caterer/Vendor will be paid by the Residents/Clubs of Laguna Woods Village for whom the Caterer/Vendor performs its services during private parties. **Caterer will pay Golden Rain Foundation of Laguna Woods (Corporation) a fee of one dollar (\$1.00) per person in attendance (Facility Fee) for such a private party.** The Facility Fee is charged for the use of Corporation's facilities and equipment in connection with private parties. Caterer will pay the Facility Fee (by check made payable to Golden Rain Foundation (GRF)) to the Clubhouse Staff at the time of the catering event. Caterer must fill out a Caterer Form on the day of the event. The Caterer Form must be filled out and signed by both a Caterer representative, and Clubhouse Staff at the end of the event. Caterer Forms may be picked up in the facility office. Vendors who are not using Corporation's facilities or equipment will not be required to pay the \$1.00 per person fee.

Caterer/Vendor is responsible for cleaning up anything that is generated by the performance of Caterer's/Vendor's work. Caterer/Vendor agrees to leave all of Corporation's facilities in at least as good a condition of cleanliness as they were prior to the Caterer's/Vendor's use. If such clean-up responsibilities are not complied with, the Resident/Club hosting the event will be charged for clean-up.

Insurance Requirements (approval required for each event at which a Caterer/Vendor performs services):

COMMERCIAL GENERAL LIABILITY COVERAGE:

\$1,000,000 each Occurrence and \$1,000,000 Aggregate Combined Single Limit for Bodily Injury and Property Damage . Coverage must include Premises/Operations, Products/Completed Operations, Broad Form Property Damage, Independent Contractors and Personal Injury and shall be provided on an occurrence policy form (not claims-made). This type of coverage is offered to small businesses by many insurers on a business-owners policy. This may require purchase of some nominal limit of property insurance, but the discounted pricing for these policies is frequently lower than a stand-alone Commercial General Liability policy.

ADDITIONAL INSURED AND ENDORSEMENTS

You are required to have your insurance company name Golden Rain Foundation of Laguna Woods and Village Management Services, Inc. as additional insureds and the evidence for this coverage is to be provided as an endorsement, **separate** and in addition to the Certificate of Insurance. Additionally, the following is also required: "General Liability: Certificate holder is additional insured on a primary and non-contributory basis", or similar Primary provision wording.

AUTOMOBILE LIABILITY COVERGE

\$1,000,000 Combined Single Limit each accident for Bodily Injury and Property Damage.

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY COVERAGE

Statutory minimums as required by law and \$1,000,000 Employer's Liability. If you do not have any employees you may obtain what is sometimes referred to as a "certificate only" policy from State Compensation Insurance Fund (SCIF). The annual premium is usually a few hundred dollars per year. See the document "Workers' Compensation Insurance Requirement" for additional details.

The above, completed, insurance requirements must be sent to the Insurance Coordinator at least three weeks prior to the scheduled event. Send Insurance Requirements to:

Insurance & Risk Analyst
PO Box 2220
Laguna Hills, CA 92654
email: dan.vost@vmsinc.org
phone: 949.597.4202
fax: 949.470.0510



Laguna Woods Village.

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The Resident or Club hosting the event must fill out the following information and return it to the Insurance Coordinator within six weeks of the event.

Event Date & Time: _____ Location: _____

Resident or club having event: _____

Phone: _____ Manor: _____

Caterer: _____	Contact Person: _____
Phone: _____	Address: _____
Email: _____	_____

Please sign below, and give the attached form to your caterer/vendor.

I understand that by signing this form, I am indicating that I have read, understood, and agreed to the attached "Requirements for Caterers/Vendors" document. I also understand that the time it takes for a caterer's/vendor's agent/broker/insurer to get the insurance requirements in order varies, and MAY TAKE SEVERAL WEEKS. I further understand that the longer I wait to start this process, the less likely it is that my caterer/vendor will be approved before my event begins.

Signature of Resident

Date

Signature of Caterer/Vendor

Date