



## CATHOLIC MUTUAL GROUP®

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### MEMORANDUM

**Date:** July 2015  
**To:** All Diocesan Offices, Schools & Parishes  
**From:** Ruben Luna / Catholic Mutual Group  
**RE:** Caterers/Vendor Requirements

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If your location uses a caterer, these are the same guidelines that are required of all locations throughout the Diocese of San Bernardino.

1. The caterer/vendor must provide a certificate of insurance to the Parish and The Roman Catholic Bishop of San Bernardino, A Corporation Sole, which provides evidence of general liability coverage of not less than two million dollars (\$2,000,000.00) per occurrence. (A larger coverage may be necessary for larger events.) The caterer/vendor also agrees to have the Parish and The Roman Catholic Bishop of San Bernardino, A Corporation Sole named as "Additional Insured, or Additional Protected Person(s)" on its general liability policy, at minimum, for the date of the event. It is also agreed that the caterer/vendor also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against the Parish and The Roman Catholic Bishop of San Bernardino. That caterer/vendor must also have an endorsement page from their Producer that lists all rides or animals brought on to Parish property, plus a list of any rides from a subcontractor.
2. In order to continue providing services at the Parish and not having to provide a certificate of coverage for each event they are catering, the certificate should name the Parish and The Roman Catholic Bishop of San Bernardino as an additional insured "for the term of the certificate." This way the caterer/vendor will only need to renew the certificate of coverage on file annually.
3. In addition, the caterer/vendor is requested to sign the Vendor Hold Harmless/Indemnity Agreement. The caterer will have to sign a new Vendor Hold Harmless Indemnity Agreement each year.

Once you receive the required documentation, please forward a copy to Catholic Mutual for review. If any changes are required, I will contact the caterer and/or their insurance company. If the documentation is correct, I will maintain a file of caterers that have complied with the guidelines. If you have questions about whether or not a caterer has provided the documentation, please contact me directly at 909-886-6001 or email: [rluna@catholicmutual.org](mailto:rluna@catholicmutual.org).

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