



Outside Group Catering and Insurance Policies

The contract with Divine Café states (in Article 6, 6.3):

NCNM will **request** that non-NCNM affiliated groups who rent space and offer food use the Company as their food service provider. If the third party declines to use Company's services, **NCNM will provide a written forfeit of insurance coverage as provided by Section 13.2.1 of this agreement and will notify the third party that the third party assumes all implied liability.**

An outside group is not required to use Divine Café. Please remember, however, that if you are helping to coordinate such an event, you have rejected Divine Café's services. This includes:

- a. table linens, dinnerware or cutlery (including tongs, cork-screws and cups).
- b. use of her refrigerators, freezers or storage space.
- c. anything else you can think of that belongs to Divine Café.

In order to handle outside events in a way that compromises neither Divine Café nor NCNM there is a multi-step process to follow:

- 1) When a group arranges with you to have an event on campus, send them the following information:
 - a. Divine Café's catering menu and catering order form
 - b. A letter requesting proof of insurance and NCNM added as additional insured to the outside groups insurance coverage. NCNM's insurer requires that you complete this step.
- 2) Follow up with the group to make sure that the insurance certificate has been sent.
- 3) Complete and return (to the Director of Retail Operations) the Waiver of Insurance form (see p.15). This form ensures that Divine Café's insurance is not being used for the event.
- 4) If group is planning to bring food or drink on campus, remind them that they must follow Multnomah County Health Department and Oregon Liquor Control Commission rules and procedures.