

LEHIGH UNIVERSITY

Student Center Reservation Desk
29 Trembley Drive
Bethlehem, PA 18015
610-758-4163(Office) 610-758-6132(Fax)

INSURANCE AND INDEMNIFICATION AGREEMENT

_____ shall provide Lehigh University with a standard ACORD certificate of insurance evidencing Commercial General Liability at the minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate, Automobile Liability at \$1,000,000. Combined Single Limit BI/PD, and Workers' Compensation and Employer's Liability at the statutory limits of coverage. **Lehigh University shall be named as an Additional Insured on all liability insurance policies.** Such certificate shall also contain the following statement or its substantial equivalent: "The insurance covered by this certificate will not be canceled or materially altered, except after thirty (30) days written notice has been received by Lehigh University."

INDEMNIFICATION

In consideration of the use of premises or facilities owned or operated by Lehigh University and/or in consideration of permitting _____ to participate in this event, _____ agrees to indemnify and hold harmless Lehigh University, its agents, servants, and employees from and against any and all loss, damage, liability or expense, including attorneys' fees, including but not limited to all claims for damages on account of or by reason of bodily injury including death, which may be sustained or claimed to be sustained by any person, and all damages to property caused by or arising out of or claimed to have been caused by or to have arisen out of any activity of this conference/event.

The requested material, **showing evidence of insurance and listing Lehigh University as Additionally Insured**, must be received in our office, please use the address listed above, at least ten working days prior to the event. In the event that we do not receive the information the event will be canceled. In addition, please sign and return this form at least ten working days in advance.

Additional Information:

- All local food vendors will be required to meet the same liability insurance coverage and ServSafe training as Sodexo requires.
- The vendor will be required to remain on site to serve the food and provide cleanup to the area. All trash created from the serving of food at this event must be removed from the premises following the event.
- The vendor and/or group will be responsible for covering all the tables with disposable tablecloths and provide any additional clean-up to the space resulting from serving the food.

Company Name: _____

Authorized Signer: _____

Tentative Date and Location of Event: _____