If you contract with an organization (i.e., Elks Lodge, Moose Lodge, restaurant or similar) for your regular meetings and/or your special events and the employees and/or the employer of the contracted organization provide all food and/or all beverage service, you use Form 63. Form 63 does not need to be renewed each year, only if/or when there are certain changes to the food and/or the beverage services.

If you contract with your Form 63 organization to supply any/or all food and any/or all beverages at a location other than what was originally designated, they become an independent caterer and you must use form 64.

If you contract with an independent caterer to work in a Form 63 situation, you must file a Form 64 for the independent caterer. Form 63 and 64 caterers can co-exist in similar and/or detached, simultaneous and/or independent, Branch operations.

All SIR Branches shall promptly notify their Area Governor of any SIR event involving food and/or beverages at the time of scheduling the event and supply a copy of the applicable and executed Form 63 or Form 64 at that time.

No SIR event involving food and/or beverages is allowed to take place without the proper execution of a Form 63 or Form 64, (which requires a Certificate of Insurance issued naming SIR Entities as an additional insured).

Keep a copy for your Branch and send and or email to the individuals listed below.

The importance of doing this cannot be understated as failure to do so jeopardizes the entire SIR organization.

Craig Hoffhines
SIR State Insurance Chairman
2505 Polar Star St, Rocklin,CA 95677
916-624-0113
CFINES@ATT.NET

Branch Secretary

Area Governor