



## Catering Agreement

Caterer's insurance and liability certificate must be provided to the Venue thirty (30) days prior to Client's event.

1. **Caterer agrees to stay until Event end time** (please leave enough staff to complete cleanup duties within 30-45 minutes)
2. Caterer can use the service doors for loading and unloading and may leave **one (1)** vehicle parked at the caterer's kitchen service door.
3. After unloading all other catering personnel must park in the designated parking lot. (See map attached)
4. Caterer agrees to do the following:
  - 1) The Venue ("Venue") requires one (1) meal for each security officer on site. This meal must be of same type that will be served to guests of the event.
  - 2) Provide any and all extension cords, linens for serving table and all other items needed. The Venue will provide and set up tables.
  - 3) Take care to not damage Venue Tables, Walls, or Equipment
5. **Caterer clean up duties**
  - Remove trash from applicable areas
  - Clear **everything** (plates, cups, napkins, straws, etc.) off tables except table decorations.
  - Put all trash in onsite dumpster. Trash cans been emptied in dumpster and brought back into the caterer's kitchen. (You do not need to replace trash bags at the end of the night)
  - Sweep & mop kitchen floors.
  - Wipe kitchen counters, sinks, and walls to remove debris, splatters and spills.
  - Warming oven is turned **OFF**.
  - Remove all catering items from the refrigerator.
  - Do final walk-through with a Venue Staff Member to ensure all debris is removed, and that caterer's kitchen is restored to the condition it was in prior to the event.**
6. Failure to adhere to all the rules and regulations put in place by this agreement may result in the termination of caterer's use of The Venue.

Catering Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Catering Company Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_