



## CATERER APPROVAL REQUEST FORM

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

Contact Person Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone: \_\_\_\_\_ FAX #: \_\_\_\_\_

### **AGREEMENT:**

The signature of the owner or designated representative of the catering company is required. By signing below, this person obligates the catering company to the terms of this agreement in exchange for approval to provide catering services upon Gordon House Conservancy premises.

1. I attest that the catering company I represent has a valid business license and is currently approved to operate by the governing public health agency.
2. I agree to provide a certificate of business liability insurance to the Gordon House Conservancy.
3. If alcohol is to be served, I agree to obtain any necessary licenses from OLCC for the premises where the event is to be held and to provide a copy to the Gordon House Conservancy. I also agree to provide a certificate of liquor liability insurance to the Gordon House Conservancy.
4. I agree to obtain any necessary Marion County health permits and to provide a copy to the Gordon House Conservancy for each event. The Gordon House Conservancy reserves the right to require a health permit from all caterers for all events taking place on OGF property.
5. I agree to ensure all food servers will have valid food handler permits in their possession during the time of the event.
6. I agree to obtain a temporary restaurant license if necessary. I agree to be self-contained in regard to refrigeration and/or heating.
7. I agree to pay to the Gordon House Conservancy a commission on food or drink sold on site at agreed rate. Documentation of the sales must be provided, and payment made within 14 days following the event.
8. I agree that my company and employees will comply with the facility rules of operation pertaining to outside caterers.

Caterer Representative

Gordon House Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## RULES OF OPERATION DUTIES OF OUTSIDE CATERERS

### Prior to the Event Date

- Submit the Caterer Approval Request Form no less than 30 days prior to the event date or as agreed with the Gordon House Conservancy.
- Provide the required certificate(s) of insurance no less than 14 days prior to the event date or as agreed with the Gordon House Conservancy.
- Submit to the GHC event staff a copy of the final catering order confirmed with the client no later than 7 days prior to the event date.
- Confirm in advance with the GHC event staff any deliveries to the Gordon House Conservancy of rental equipment or other items if they are being delivered by someone other than the caterer or on a date prior to the event date.
- Confirm in advance with the GHC event staff any set-up or facility needs you may have. In general, the caterer should plan on bringing all necessary equipment.
- Confirm in advance with the GHC event staff the time in which the catering team will arrive on the event date.

### On the Event Date

- Catering staff may **not** rearrange the table layout in the rented space without the prior approval of the GHC event staff.
- Caterers must have **all employee vehicles parked in the Gordon House parking lots**, unless approved in advance by the GHC event staff.
- Caterer is responsible for emptying the garbage in the event space throughout the duration of the event.
- Caterer is responsible for clean up of the kitchen/food service area at the conclusion of the event. This includes washing and disinfecting all countertops, sweeping, and mopping of the kitchen floor, and removal of trash/garbage.
- Trashcans in which food or beverage waste is disposed must be lined with heavy-duty can liners or double-bagged. All trash bags are to be placed in the outdoor trash container at the conclusion of the event.
- All equipment belonging to the caterer, or rental equipment arranged by the caterer, must be removed at the conclusion of the event, unless prior arrangements are made with the GHC event staff.

### Following the Event

- Send documentation (client invoice) of the actual catering sales for the event and a commission payment to the Gordon House Conservancy within 14 days of the event and completed evaluation form.