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# CATERER'S CONTRACT

Name of Renter: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
**Catering Company Point of Contact / Phone Number:** \_\_\_\_\_

Catering Agreement is **due to The Gala Event Center 30 days prior to the event.** Note – Renter is responsible for collecting this agreement from the catering service and returning it to The Gala Event Center.

\_\_\_\_\_, as Caterer, has been retained by \_\_\_\_\_ (Renter's Name) to provide Catering Services at The Gala Event Center on \_\_\_\_\_ (Date).

During the term of the rental and use of The Gala Event Center, my staff and I will follow the guidelines as outlined in this document. Caterer will provide The Gala Event Center with the following prior to the event.

- Proof of Liability Insurance in the amount of \$1,000,000.00 / Listing The Gala Event Center as Additional Insured
- Caterer's Business License
- Signed Caterer's Contract

Leased premises are to be left clean & undamaged. Caterer agrees to clean up all areas used during the event including the staging area & all of its equipment to include:

- All surfaces must covered and protected from heating elements to prevent burning of table surfaces - Catering Area floors swept clean of any debris
- Area used for event is free of trash and debris
- All equipment used for event is clean
- All equipment is turned off
- All surfaces are clean
- Sink is clean
- Any rental equipment ordered by Caterer is removed from The Gala Event Center.
- Any and all trash cans are emptied.
- All trash generated by the event is removed from inside The Gala Event Center premises (**Trash can be placed in the The Gala Event Center dumpster or if it is full, trash must be taken away from premises.**) - All of Caterer's equipment is removed at the conclusion of the event.

Any costs to The Gala Event Center resulting from failure of the Caterer to meet the terms of this agreement will also be billed to the Renter. These costs include clean-up, labor and repair, replacement of damaged or missing material and equipment.

**As the event Caterer, I have read the rules & regulations, reviewed the Catering contract and agree to comply.**

\_\_\_\_\_  
SIGNATURE OF CATERING SERVICE

\_\_\_\_\_  
DATE