

**Buena Vista
Conference & Reception Center
Catering Use Agreement**

Buena Vista is a treasured piece of Delaware History. Guests are encouraged to explore the home and enjoy the grounds while visiting this site. Guidelines have been established to respect the integrity of the historic property, its superior museum collection and ensure a successful event for our guests.

Event Requirements

- Caterers must be approved by management, have a business license and provide proof of insurance.
- An onsite meeting is required with the Caterer and a representative from the Conference Center prior to an event. Appointments are necessary for the meetings and must be made no later than two weeks prior to an event.
- Available rooms for Buffet/Butler service: 1st floor: Entrance Hall, Buck Library, and Dining Room. 2nd floor: Conference Room, Board Room, Vista Room, Service Parlor.
- Due to the size and special nature of Buena Vista, limits are placed on the number of guests per room use. A breakdown of the rooms and their capacities is attached. The room limits have been determined in cooperation with the State Fire Marshall's Office.
- If the number of persons attending exceeds estimates or number allowed by room capacity users will be charged an additional \$100.00. Users are restricted to using only those spaces under contract and may not use non-rented spaces.
- Caterers are responsible for clean-up and removal of trash and equipment brought onto the property as needed for the event. The property must be left in "as found" condition, failure to do so will result in an additional \$100.00 charge for cleanup up.
- Executive Order 71 prohibits smoking the conference centers. Designated outside smoking areas are provided.
- Decorating the interior of the facilities along with hanging decorations on the exterior of the buildings is not permitted. Flower arrangements or centerpieces (without candles) are welcomed for any event and are the responsibility of the user.
- Parking is provided for conference center guests. Vehicles are not permitted to drive or park on the grounds and brick walkways. All guests must vacate at the conclusion of an event and vehicles are not permitted to remain after hours.

Kitchen Facilities

- Prior permission must be obtained for use of any conference center kitchen items, glassware, and dishware, cooking utensils or linens. After use these items must be cleaned and returned to the proper storage areas.
- The caterer is required to leave all kitchen equipment in “as found”, workable condition. The dishwashing area, sinks, counters and floors must be left in a clean and workable condition.
- All trash receptacles throughout the building and in the kitchen area must be emptied at the conclusion of the event and all trash taken to the dumpster located at the north end of the back parking lot.
- Arrangements must be made in advance for the delivery/pickup of equipment needed for the event. Conference Centers are not responsible for any food/product stored in refrigeration prior to an event. The conference centers are unable to store equipment, prompt pick up is expected.





Food/Beverage Service

- Food items may not be placed on tables that are not covered.
- Decorating the interior of the facilities along with hanging decorations on the exterior of the buildings is not permitted. Flower arrangements or centerpieces (without candles) are welcomed for any event and are the responsibility of the user.
- The Caterer is responsible for dispensing any alcohol and must meet all Delaware ABCC rules/regulations. Delaware law prohibits the consumption of alcohol by anyone under the age of 21. Guests will be refused alcohol beverages that are not of legal drinking age or any guest who appears intoxicated. The Caterer shall be liable for guests’ safety.

Caterer _____

Date of Event _____

I have read and agree to the terms and conditions of this contract. (Sign & date)

Configuration	U-Shape	Theater Style	Banquet
Buck Library 	50	90	72
Dining Room 			32
Vista Room	Permanent conference table for 8 people		
Conference Room	Permanent conference table for 24 people		
Board Room	Permanent conference table for 10 people		
Stand Up Reception			
Buck Library 	125 People		
Whole House	200 People		
<p>The Buck Library is set up as a formal parlor with random seating. In addition to the Buck Library, the dining room and parlors are available for a stand up reception while the second floor is open for guests to tour. Lovely gardens are also available in season. Amenities include linens, floral arrangements, and light refreshments, for an additional charge. A modern full-service kitchen is available for the caterer of your choice.</p>			
 Handicapped accessible			