



CITY OF FORT THOMAS COMMUNITY CENTER Catering Agreement

Office Use ONLY!	
Date Received:	_____
Expiration Date:	_____
Approved Date:	_____
Receipt Copy Mailed to caterer:	_____

Caterer is required to initial each statement and sign the form. Form must be signed and returned to the City of Fort Thomas Recreation Office. Caterers failing to produce this agreement will be prohibited from catering at the Fort Thomas Community Center.

Catering Company:	_____	Address (Street):	_____
DBA:	_____	Address (City/St/Zip):	_____
Owner's Full Name:	_____	Business Phone:	_____
Title:	_____	Business Fax:	_____

1. EFFECTIVE DATES

This agreement shall remain effective concurrent with caterer's your insurance liability coverage. At such time when caterer's insurance certificate is renewed, this Agreement must also be re-submitted to remain a qualified caterer with the City of Ft. Thomas Community Center.

2. INSURANCE AND LIABILITY

I understand that the above catering company shall not be permitted to service the event unless liability insurance with a combined single limit of at least \$500,000 is carried by the caterer. Such insurance policy shall name the City as an additional named insured for the date(s) of the event for which the Community Center is rented. Such insurance policy shall also state that coverage provided to the City shall apply as primary insurance over any other liability insurance available to the City. A certificate of insurance confirming that the caterer is in compliance with this insurance requirement shall be submitted to the City at least 30 days prior to the event. Failure to comply with this requirement will preclude the caterer from rendering services at any event. The certificate of insurance can be faxed to the City at 859-781-1700 (call first).

3. LICENSE

A valid Campbell County and Fort Thomas business occupational license.

4. ENTRY AND EXIT TIMES

- Caterer must enter and exit the facility in accordance with the times scheduled on the Rental Agreement.
- Failure to abide by these times (ex: attempting to enter the facility prior to the scheduled time) will result in additional charges being assessed to the renter and could result in the forfeiture of Renter's Security Deposit.

5. KITCHEN FACILITY

- Limited kitchen facilities. Sink and Refrigerator are provided. (all oils/liquids must be taken back with caterer)
- Food preparation is to be done off-site with the exception of outdoor grilling in approved areas.
- Outdoor grilling requires prior written approval. (contact the Recreation Office)

6. TABLES

- Main Hall — Three (3) eight foot long plastic buffet tables are provided.
- Back room — One(1) eight foot long plastic work table.
- Additional tables and modifications must be approved in advance by the Recreation Department.
- Under no circumstances are these tables or chairs permitted for use outside the Community Center.
- Any attempt to utilize these chairs and tables for outside purposes is a direct violation of the agreement.

7. LINENS

- Table linens are not provided.
- Table skirts are not provided. (Note: tables are the thick plastic tables that require the large clips for skirts)

8. DECORATIONS

- Lighted candles must be submitted to the City for approval at the Finalization Meeting and be enclosed and set in a fire proof base with a contained flame.
- Glitter, rice, confetti, bubbles, poppers, or any fine materials are not permitted inside or outside of the Community Center.
- Luminaries are not permitted inside the Community Center.
- Decorations are not permitted to be attached to or hung from the ceiling.
- If a renter chooses to utilize items for an event that are provided by a rental company or outside organization, any deliveries or pick-ups of those items must be scheduled within the stated rental time frame and accepted by the rental party on site. No deliveries or pick-ups will be accepted by the Recreation Department or Community Center staff – these will be refused. Repeated attempts by rental companies to deliver or pick-up items for an event, in addition to being refused, shall result in the forfeiture of the security deposit.

- Any permitted items not purchased or rented from the City are the Renter's sole responsibility for set-up and removal during permitted hours the same day as the Rental Agreement.
- The City assumes no responsibility or liability for damaged, lost or stolen items in the Community Center prior to , during, or after the event.

9. BAR AREA

- Renter must furnish their own bartenders (a minimum of 2 required).
- Bartenders serving alcohol shall be at least 21 years old. All ABC Regulations for alcohol service must be properly followed.

A) Non-Alcoholic Beverages

- A fountain soft drink bar is provided.
 - a). Coke, diet Coke, Sprite, lemonade, water, and unsweetened iced tea
 - b). Additional soft drinks products may not be brought into the hall.
 - c). Cups and ice are provided for the soft drinks only.
 - d). Neither Renter nor Caterer is permitted to utilize ice for other purposes.

B). Alcoholic Beverages

- A refrigerated beer dispensing unit is provided for keg beer only.
- Two (2) beer tubs are provided for can beer . Ice is not available.
- No glass beer bottles are permitted. Plastic beer bottles may be served.
- Cups for alcohol are not provided.
- Liquor and wine are permitted to be served.
- Alcoholic beverages and their containers must remain and be served from the bar.

10. CLEAN UP

- Caterer is required to scrape and clear dishes and serving containers into the trash cans provided only. (food scraps are not permitted to be disposed of down the drains or toilets).
- Caterers must thoroughly clean their preparation area. Removal of trash and floor cleaning is required.
- All decorations and belongings associated to the Rental Group must be removed at the conclusion of the rental time. Any items remaining in the Community Center after the conclusion of the rental are subject to immediate disposal by the Community Center staff.

11. SMOKING POLICY

- The Community Center is a smoke-free facility. Smoking is not permitted anywhere inside the facility.

12. STAFF

- An employee of the Fort Thomas Recreation Department shall remain on site at all times the Community Center is occupied by Renter.
- Staff member has direct responsibility for the hall and will take appropriate action when necessary to maintain rules and regulations or resolve disputes.
- Cooperation with and respect of the Recreation Department staff members is fully expected.

13. FIRE CODE

- Fire codes are strictly enforced.
- Fire doors must remain closed when not in use.
- Fire doors include both interior kitchen doors, and the large door to back room from hallway.

14. MISCELLANEOUS

- The Ft. Thomas Recreation Department and the Community Center staff will work with renters and caterers to the best of our ability to ensure a successful event. However, we will do so within the confines of the Rental Agreement and the Caterer's Agreement. Respect for this authority and the rules and policies of the facility are expected and appreciated to achieve this goal.
- Failure to abide by the rules and regulations may result in the following:
 - a). Additional charges assessed to the Renter.
 - b). Loss of Security Deposit assessed to the Renter
 - c). Assessment of fines to the caterer.
 - d). Refusal to allow caterer access to provide services for future events.

I (print name) _____, (print title) _____

have read and understand the above rules and regulations of the Fort Thomas Community Center Catering Agreement. I, as a representative of the above mentioned catering company agree to enforce and follow the rules and regulations provided. I also agree to be responsible for the catering staff that is represented by the above mentioned catering company. I confirm that all the information that I have provided is true and accurate.

Signature: _____ Date: _____