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CATERERS TERMS AND CONDITIONS

Licensing: **Caterer must possess a permitted commercial kitchen and must provide a copy of its valid license to The Farm.** In cases where caterer is a frequent vendor at The Farm, copies of all required documents can be submitted one time and kept on file with The Farm. If beer, wine or unfortified beverages are served by the caterer, a certified bartender must be provided and The Farm's Alcohol Policy and Bartender's Terms must be signed and on file. However, if the Client provides the alcohol, then the Client and/or Bartender are responsible for providing wait staff to handle or bus alcoholic beverages from the tables, as the caterer is prohibited from handling alcohol he/she has not provided.

Commercial Prep Kitchen: The Farm provides a commercial style prep kitchen with a refrigerator, freezer, dishwasher, warming oven, microwave, ice maker, (2) coffee makers, (3) stainless steel sinks, stainless steel counters, (2) rolling carts and trash containers with needed liners. An outdoor bussing area and large dumpster are provided just outside the kitchen entrance. No prolonged food preparation or cooking which produces smoke is permitted inside the kitchen. Outdoor grilling is allowed on a cooking device designed for outdoor use, provided that it is located at least ten (10) feet from any structure and is monitored closely.

Supplies & Staff: Caterer must provide one staff person per 25 guests attending the event any time that alcohol is served or sit down dining is planned. Two staff persons per 75 guests are required when the meal is being served buffet style and no alcohol is being served. If sufficient bussing staff are not provided, Farm personnel will perform these tasks at our current Wait Staff rate and this charge will be deducted from Client's Refundable Security Deposit.

Some supplies may have been rented from The Farm by the Client. Caterer should co-ordinate with Client for any supplies that were not included in Client's contract with The Farm, including some or all of the following: bussing trays, tray stands, cleaning solutions, towels, dish clothes, sponges, table linens, cake knife/server, serving dishes, platters or trays, serving spoons, spatulas or tongs, water pitchers, punch bowls, coffee serving containers, ice buckets and condiments such as salt, pepper, sugar, creamer, etc. In the event that Caterer needs any of these materials, and they have not been contracted for prior to Event Date, they can be provided by The Farm at a per item/use cost and will be charged to the Client. ***The Farm storeroom(s) are for the use of Farm staff only. Any items needed from these rooms must be approved, and removed, by a Farm employee.***

The Client has agreed to provide Caterer with the ability to authorize additional equipment or incidentals up to a value of \$20 per item. Additional equipment or incidentals with value in excess of \$20 per item requires Client or Client Designated Representative approval.

Day of Event: Admittance to The Farm property prior to the contracted setup time is not permitted. The gate(s) to the property will not be opened until the arranged start of setup time. The Farm Host will monitor all setup and event activities and make note of any additional rental or service items, as well as notes related to Farm operations/procedures, on the *Event Checkout Form*. This form will be used by The Farm for many activities relating to its operations and/or for determining additional charges to apply to Client's final invoice.

The Farm Host must be notified upon departure and the Caterer is required to review and initial any items listed on the *Event Checkout Form* that he/she has requested for use during the Event.

Set Up: The Farm takes care of set up and teardown of all items rented from The Farm, excluding tableware. Client or Caterer are responsible for setting up and breaking down any equipment that has NOT been rented from The Farm, including outside vendor rental equipment. If Farm personnel are expected to perform any setup or teardown of any non-Farm equipment, and the Farm Host approves, an Other Equipment Setup Fee will apply.

Spills: The Farm provides brooms and mops for the purpose of immediately cleaning up any liquid or food spills on the furnishings or floors. Client will be held liable for damages to building(s), grounds, fixtures, appliances or equipment (see **Damages to Farm Equipment** section).

Bussing & Dishwashing: Caterer must provide sufficient staff to circulate during the event to clear glasses, bottles and other trash from tables and any other surfaces **inside and outside** the building. If sufficient bussing staff are not provided, Farm personnel may perform these tasks (upon Host approval), at our current Wait Staff rate and this charge will be deducted from Client's Refundable Security Deposit. Sufficient waste trays on tray stands should be provided for guests. Caterer is responsible for setting up tableware rented from The Farm as well as for bussing and bringing them to the designated Farm dishwasher. Dishwasher is for Farm use only and may not be used by Catering or Self-Catering Clients.

Caterers Terms & Conditions (continued)

Bussing & Dishwashing (continued): The Farm will be responsible for washing and putting away all its **OWN** rental items back into their proper location. A **nominal charge** will apply for use of Farm Dishwasher when washing of outside rental equipment or Caterer equipment. The Caterer must designate its employee(s) who will be using the dishwashing equipment, and said employees must be fully trained by Farm staff prior to use of dishwasher. The Farm reserves the right to determine caterer's capability to operate its equipment and can elect to provide its own dishwashing personnel, without prior approval from Client.

Clean Up: Caterer is responsible for clearing and stacking ready for pickup, any dishes, flatware, goblets, serving dishes or utensils that have NOT been rented from The Farm. If Farm personnel perform these services an Other Equipment Setup Fee will apply.

Outside vendor rental equipment must be removed from The Farm property prior to Event End Time. If equipment is left on Farm property a Next Day Pickup Fee will be charged to the Client for each day that said equipment is on The Farm property.

Caterer is responsible for putting all trash in the dumpster provided outside the kitchen entrance. Caterer is also responsible for cleaning work surfaces, appliances used and for sweeping the kitchen floor. At the conclusion of the event, all tabletops and surfaces on which food or beverages have been placed must be cleared and wiped clean. If the dishwasher is used by Catering personnel, the dishwasher bin must be thoroughly cleaned and dried after dishwashing is completed. In the event Caterer cleanup responsibilities are not completed, a Cleaning Fee, plus hourly Additional Event Time will be charged to the Client, and may be subject to back charge to the Caterer by Client.

Damages to Farm Property: The Farm tries to note any damages to, or loss of, equipment on the day of the Event, however, some things may not be noticed for several hours or days after the Event ends. The Farm reserves the right to make a thorough inspection of the equipment prior to the start of the next scheduled event or within ten (10) business days of the Event Date, and to assess charges for damages or loss. Charges for damage or loss may include the cost to replace the item (if it is damaged beyond repair or lost), the cost of labor to repair the item, cleaning fees and a Damaged Item Service Fee.

The Client is responsible for any damages to Farm building(s), grounds, fixtures, appliances or equipment that may have been caused by any Guest or Provider and is within his/her rights to seek outside redress for such charges. The Farm does not involve itself in these efforts beyond the normal procedures it follows for each Event.

All liabilities and claims that may arise against The Farm from Caterer's usage are released under the terms of the Release and Indemnity Contract signed by the Client and incorporated herein by reference.

THE UNDERSIGNED CERTIFIES THAT HE/SHE IS A LEGALLY AUTHORIZED REPRESENTATIVE OF THE NAMED PROVIDER AND THAT HE/SHE HAS READ, UNDERSTANDS, AGREES TO AND ACCEPTS THE ABOVE OUTLINED TERMS ON BEHALF OF SAID PROVIDER AND ITS PERSONNEL:

Provider Representative Signature

Provider Representative Printed Name / Title

Catering Firm Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Fax Number: _____

Email: _____

Client Name: _____

Event Date: _____

Estimated # of Servers to be Present at Event: _____