

# **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: Addre	ess (Street):
DBA: Addre	ess (City/St/Zip):
Owner's Full Name: Busin	ness Phone:
Title: Busin	ness Fax:
1. EFFECTIVE DATES  This agreement shall remain effective concurrent with caterer's your insurar certificate is renewed, this Agreement must also be re-submitted to remain a ter.	
2. INSURANCE AND LIABILITY  I understand that the above catering company shall not be permitted to serv limit of at least \$500,000 is carried by the caterer. Such insurance policy sha of the event for which the Community Center is rented. Such insurance polic as primary insurance over any other liability insurance available to the City. pliance with this insurance requirement shall be submitted to the City at least quirement will preclude the caterer from rendering services at any event. The 1700 (call first).	all name the City as an additional named insured for the date(s) by shall also state that coverage provided to the City shall apply A certificate of insurance confirming that the caterer is in comest 30 days prior to the event. Failure to comply with this re-
3. LICENSE A valid Campbell County and Fort Thomas business occupation	al license.
ENTRY AND EXIT TIMES     Caterer must enter and exit the facility in accordance with the times     Failure to abide by these times (ex: attempting to enter the facility prassessed to the renter and could result in the forfeiture of Renter's States.	rior to the scheduled time) will result in additional charges being
<ul> <li>5. KITCHEN FACILITY</li> <li>Limited kitchen facilities. Sink and Refrigerator are provided. (all oils</li> <li>Food preparation is to be done off-site with the exception of outdoor</li> <li>Outdoor grilling requires prior written approval. (contact the Recrea</li> </ul>	grilling in approved areas.
TABLES     Main Hall — Three (3) eight foot long plastic buffet tables are provide     Back room — One(1) eight foot long plastic work table.     Additional tables and modifications must be approved in advance by Under no circumstances are these tables or chairs permitted for use.     Any attempt to utilize these chairs and tables for outside purposes is	the Recreation Department. coutside the Community Center.
 <ul> <li>7. LINENS</li> <li>Table linens are not provided.</li> <li>Table skirts are not provided. (Note: tables are the thick plastic table)</li> </ul>	es that require the large clips for skirts)
DECORATIONS     Lighted candles must be submitted to the City for approval at the Firwith a contained flame.     Glitter, rice, confetti, bubbles, poppers, or any fine materials are not	

Decorations are not permitted to be attached to or hung from the ceiling.

Luminaries are not permitted inside the Community Center.

- 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

- 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

Signature: \_\_\_

- 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.

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

- 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.

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I (print name)	, (print title)
have read and unde	erstand the above rules and regulations of the Fort Thomas Community Center Catering Agreement. I, as a
•	e above mentioned catering company agree to enforce and follow the rules and regulations provided. I also sible for the catering staff that is represented by the above mentioned catering company. I confirm that all the
information that I ha	ve provided is true and accurate.