



CATERING AGREEMENT POLICIES & GUIDELINES

The caterer must sign this “Catering Policies & Guidelines” agreement which covers strict clean-up rules after the event. Clean-up includes removing and properly disposing all garbage and uneaten food, sweeping, cleaning counters, and **leaving the venue as found** upon arrival, ready for the next renter.

Those that operate a well-managed event and follow these guidelines will remain on the “approved” caterers list. Caterers that do not follow guidelines will lose the ability to cater future events at Hilltop Banquet Center.

Name of Catering Company

Date of Event

Catering Service Representative/Main Contact

Best Contact Number

Client’s Name/Event Being Catered

Date of Event

CATERING AGREEMENT

Hilltop Banquet Center is happy to allow our renters the flexibility of using the caterer of their choice, however we do not have time to meet with every vendor individually prior to an event to show the space and answer questions. If you need to see the banquet center prior to the event date, please arrange to come with the client during our regular business hours of 12-4 pm Monday, Tuesday, Wednesday or Friday. If you have any questions, please contact _____ or email booking@hilltopauctioncenter.com.

CATERING REQUIREMENTS

INSURANCE - You must provide a certificate of general liability insurance naming Hilltop Auction & Banquet Center as an additional insured. This must be submitted at least one week prior to the event date.

FOOD SERVICE - We do not allow “drop-off” of food. Catering staff must stay while food is being served. All food related trash must be removed from the banquet center before the event end time. There is a dumpster directly behind the building that you may use.

PREP AREA/EQUIPMENT - We do not have a kitchen. Food must be brought in fully cooked. A prep area will be provided. Please make sure you bring extension cords if you have equipment that needs to be plugged in. Extension cords should be 30-40ft in length in case outlets further away need to be used to prevent overloading the circuit. The use of fryers may only be done outside of the banquet center because of ventilation issues. Grills may be used outside behind the banquet center. You must notify the banquet center staff to arrange for this at least 1 week prior to the event date.

SET UP - Set up and access to the banquet center may begin up to 3 hours prior to the event start time. Please gain access to the building through the main contact of the event. They will be the key holder for the day.

PARKING - Please park at the back of the building.

CHINA/GLASSWARE - All china and glassware must be removed from the banquet center at the end of the night. Any cleaning of china or glassware must be done outside of the banquet center. We do not have a kitchen or space for this. Please make sure to schedule a time for rental drop offs and pick-ups.

Please keep the back doors closed when not loading or unloading. In the summer, it will get very hot if the doors are left open. Please do not leave the back doors propped open when you leave.

ITEMS PROVIDED BY HILLTOP BANQUET CENTER

- Up to four 8' rectangular tables for buffet set up will be provided. Please let us know prior to the event date how many tables you will need.
- 3 large trash cans with liners.

WHAT IS REQUIRED OF THE CATERER

- Please provide the banquet center staff with the name and phone number of the person who will be the point of contact on site during the event.
- Caterer is to provide all equipment needed.
- Caterer must supply full length table linens for buffet/serving tables.
- Caterer will have access to the designated kitchen, refrigerator, prep space and hand washing sink.
- Please clean the catering prep areas including the serving/ buffet areas before leaving.
- Tables used for serving and in prep area must be wiped clean.
- Please wipe down the walls if any food is spilled on them. Please also take care not to scuff or put holes in sheetrock when loading in and out.
- Caterer's staff may NOT consume alcoholic beverages before, during or after the event.
- Caterer's staff may NOT smoke on the premises at any time.
- Caterer's staff should park their personal vehicles behind the building.
- The use of tape on the walls, door, window and floors is strictly prohibited as it causes damage when removed.
- We do not allow any food to be left overnight. Anything left behind will be thrown away.
- Caterer shall provide license and insurance certificate no later than 7 days before the event.
- Caterer shall comply with all applicable statutes, laws, ordinances and regulations governing caterers and the sale of Caterer's products, including Health Department regulations.
- Clean-up includes the removing and properly disposing of all garbage and uneaten food, sweeping, cleaning counters, and **leaving the venue as found** upon arrival, ready for the next renter.

Please sign below acknowledging you have read and understand the requirements listed above. Failure to comply with any of the above venue policies may cause your client to lose all or part of their cleaning/damage/security deposit.

_____ Date: ____/____/_____
Catering Company Representative Signature

_____ Date: ____/____/_____
Hilltop Banquet Center Authorized Signature