

**2018 OUTSIDE CATERING
AGREEMENT/ REQUIREMENTS**

INSURANCE

You must provide a certificate of general liability insurance naming Nola, LTD/ 2616 Commerce Event Center as an additional insured. This must be submitted at least one week prior to event date.

CLEANING SECURITY DEPOSIT

All outside caterers will be required to pay a \$250 cleaning security deposit. This is 100% refundable. If the required clean-up of the serving and prep areas have been completed, tables bussed of all food related trash and all food related trashed removed from the venue, 100% of your deposit will be refunded prior to you leaving the venue. Security deposits may be paid by cash, check or credit card. If you would like to pay by credit card please fill out the credit card authorization form below. We will run your card the day of the event and refund it at the end of the night when you check out. If you would like to pay by check or cash you may bring it with you the day of the event and it will be given back at the end of the night when you check out.

LINENS

Caterer must supply full length table linens for buffet/serving tables or use clear plastic covers. Please ask an event manager if you need these provided.

PREP AREA/EQUIPMENT

We do not have a kitchen. Food must be brought in fully cooked. A prep area will be provided based on which space is being used for the event. 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 venue because of ventilation issues. Grills may be used outside behind the venue. You must notify the venue manager to arrange for this at least 1 week prior to the event date.

SET UP

Set up and access to the venue may begin up to 3 hours prior to the event start time. Please confirm your arrival time with the event manager for the event you will be catering.

PARKING

You may park at the back of the building in the loading/unloading area long enough to load and unload and then must move your vehicle to allow other vendors to load and unload. Depending on space availability we will try to allow one or two spaces directly behind the building for you to park for free. We prefer that you use the spot farthest to the left next to the dumpster and this is the side where the catering prep area is located. There is a city parking lot right behind the building where additional vehicles can park for \$5.

ITEMS PROVIDED BY THE VENUE

- Up to four 8ft rectangular tables for buffet set up or stations will be provided. Please let us know prior to the event date how many tables you will need.
- One or two rectangular tables in prep area will be provided unless request is made prior to event date for additional prep tables.
- 3 large trash cans with liners.

CATERING STAFF/ CLEAN-UP

FOOD SERVICE

We do not allow "drop-off" of food. Catering staff must stay at the venue while food is being served and until guests have finished eating. **All tables must be bussed of food and food related trash prior to leaving the venue. All food related trash must be removed from the venue.** There is a dumpster directly behind the venue you may use.

CLEAN UP

- Catering prep areas must be swept and mopped including the serving/ buffet areas before leaving.
- If any grease is spilled on the floor it must be completely cleaned up.
- All food spills including in the elevator and hallways must be mopped up.
- Tables used for serving and in prep area must be wiped clean, folded up and placed back in storage area in prep area.
- No food may be left out for guests to eat later.
- 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.
- You must check in with the venue manager prior to leaving for the night.

Please sign below acknowledging you have read and understand the requirements listed above.

Name of Vendor _____

Client's Name _____

Email: _____

Date of Event: _____

Phone: _____

Venue Manager Lisa Vorwerk

Office 214-748-5567

Cell 512-712-2033

Lisa@2616Commerce.com

Vendor Signature

Name of Catering manager that will be on site all night. _____

Cell Phone number of catering manager _____

CREDIT CARD AUTHORIZATION (Security Deposit)

Name on Card _____ Billing

Address _____

Billing Zip Code _____

Card # _____

Exp Date _____

CVS _____

Amount \$250

Signature _____

The total amount will be refunded at the end of the night after checking out with the event manager.