

## CATERER'S RESPONSIBILITIES

St. Francis Hall recommends that clients select from our list of pre-approved caterers. If you elect to choose a caterer not on this list, we require an additional \$500 security deposit. It is the client's responsibility to ensure that their selected caterer is familiar with the following rules and guidelines. Client acknowledges that the caterer's failure to follow these guidelines will result in money being deducted from the client's security deposit.

All caterers must be licensed and insured and present their documentation (including naming St. Francis Hall as an additional insured) no later than 30 days prior to your event date.

All caterers (new or pre-approved) are required to attend a walk through prior to your event.

1. Caterer must check in with the Hall supervisor at the time of arrival and departure.
2. St. Francis Hall staff will have the requested number of tables and chairs (and any previously arranged rental items) stacked in the Hall at the contracted start time. It is the caterer's responsibility to set up these items to the client's specifications. Caterer must take care not to damage these items or the floor during set up.
3. The kitchen is for warming food only. Food items must be prepared and cooked off premise.
4. Caterer must remove all food containers from the refrigerators, and tabletops. The St. Francis Hall will not be held responsible for items left behind.
5. The caterer must bring his/her own cleaning supplies.
6. Caterer may not dump grease food into the sink as the Hall does not have garbage disposal. Caterer should bring containers to dispose of grease before placing it in the trashcans.
7. Caterer must thoroughly wipe down the preparation tables, the sinks, and inside and outside of the refrigerators.
8. Caterer must wipe off portable bars and remove all trash from behind them.
9. Caterer must clean all trash from the guest seating tables, and the floor surrounding the buffet area.
10. Caterer must remove all trash and dispose in the dumpster located behind the Hall. Please do not leave trash around the base of the dumpster.
11. Before departing, caterer must wet-mop the kitchen and bar area floors with clean, clear water.

**Client has read and acknowledged these guidelines and confirms they will share or have shared this document with their selected caterer:**

Name of Caterer: \_\_\_\_\_

Pre-Approved: \_\_\_\_\_

Add'l Security Deposit Paid: \_\_\_\_\_

\_\_\_\_\_  
Client

\_\_\_\_\_  
Commissariat of the Holy Land of the USA