

Caterer/Vendor Guidelines rev 11/05

1. At least 30 days prior to the event, the caterer must provide The Meadows at Marshdale a copy of the license to operate a food service establishment, state tax license, and a certificate of insurance, evidencing commercial liability and liquor liability insurance coverage in the amount deemed appropriate (\$1,000,000 or more) naming the facility as co-insured. A copy of Workman's Compensation Insurance for all employees, as well as a waiver of subrogation (Binders are not accepted). These certificates may be filed annually or for individual events. **UNDER NO CIRCUMSTANCES IS A CATERER ALLOWED TO OPERATE IN THE MEADOWS AT MARSHDALE WITHOUT ALL OF THE ABOVE LISTED ITEMS.**
2. Approximately 3-6 weeks prior to the event, a walk through will be held at which time the caterers presence is required to go over the final details of the event. If the caterer does not attend, an additional \$500 deposit will be assessed to the client to help insure compliance with our guidelines and the client's requirements.
3. The scheduled time block includes one hour of set-up time prior to, and 1 hour of clean up time after the event. Please inform all of your personnel i.e. caterer, band, florist, designer, etc... that they may not be on the premises prior to or after the time referenced.
4. Caterer serving at The Meadows at Marshdale may bring food prepared or ready to finish at the site, but may not prepare raw product in the kitchen area.
5. The caterer staff must be prepared to set up all chairs for the reception. The guest tables will be in place. All wedding ceremony chairs, if applicable, will be set up by the Meadows at Marshdale staff. The room configuration after the ceremony will be the responsibility of the caterer.
6. Caterer will provide bar staff and handle bar service. The bar will not be opened until after the wedding ceremony.
7. All alcohol delivery and pick up must be removed from our building during contracted times.
8. Smoking is not permitted anywhere inside The Meadows at Marshdale buildings. Designated areas for smoking are located outside the facility. Sand buckets are located in designated areas.
9. Absolutely no garbage or grease in the sinks, or toilets. The caterer must provide strong, large trash bags with twist ties. Trash must be removed from the premises and grounds after the event.
10. Furnishings may not be moved without permission and supervision of The Meadows at Marshdale representative. All furnishings must be moved back to the original setting. "Furnishings" refer to anything inside or outside The Meadows at Marshdale.
11. Absolutely **nothing shall be taped, stapled, nailed, or otherwise attached to the walls, floors, or ceilings on the premises.**
12. Numerous outlets (20 amp) are located throughout the building.
13. Specific event design and floor plan is to be made available to The Meadows at Marshdale from the caterer/vendor indicating placement of buffets, bars, dance floor area, etc... at the walk-through 3-6 weeks prior to the event.
14. **No rice, bird seed, confetti, glitter, silly string, or fireworks are permitted anywhere on the property. Fresh white or silk rose pedals (only) are allowed inside the building. No silk pedals outdoors.**

15. No pets or animals are allowed on the premises at any time, with the exception of guide dogs, or horses provided by a horse and carriage service without prior consent.
16. Jefferson County Fire Department Code requires all candles to be encircled in glass. "Dripless", floating and votive candles are recommended. Prior approval of questionable décor is advisable to ensure usage. Every effort must be made to prevent wax damage and to prevent children access to burning materials.
17. No propane or other flammable liquids will be allowed inside the building. Sterno and small butane stoves are acceptable under very close supervision. Permission for outside use of these fuels is required by The Meadows at Marshdale representative to ensure proper distance from the buildings and that all requirements have been met.
- 18. Caterer/Vendor will be in charge of clean up.** This shall not be allocated to the client or anyone else. Caterer/Vendor shall not leave until the event is over and tasks outlined herein completed.
19. Caterer/Vendor will remove all trash and debris.
20. Alcohol service shall cease at least 1/2 hour prior to the conclusion of the event. Alcohol may be served a maximum of 3 1/2 hours. Any music or entertainment must be scheduled to end promptly at the specified time.
21. Upon conclusion of the event, chairs must be stacked four-high on tables, banquet tables carried to the outdoor bar shed, carpeted floors vacuumed, hardwood floors, kitchen, and bar areas swept and mopped.
22. Caterer/Vendor is to check out with The Meadows at Marshdale representative at the completion of the event whereby the Meadows at Marshdale confirms that all policies and procedures have been followed and facility is left in satisfactory condition.
23. All catering personnel must promptly and quietly leave the parking lots at the conclusion of the event.
24. The Meadows at Marshdale retains no responsibility or liability for any items brought onto the property or those not removed. Rental companies must have items removed at conclusion of event.
25. The Meadows at Marshdale reserves the right to refuse use of certain caterer, vendors, designers, rental companies, disc jockey, bands and any other party supplying goods or services.

Caterer/Vendor does hereby acknowledge receipt of the above rules and regulations and further acknowledges that any and all contracts for services relating to the event are subordinate to this agreement.

In witness whereof, the parties hereto have executed this "Caterer/Vendor Guidelines" for The Meadows at Marshdale as of the date and year written below.

Licensee/Primary Vendor

Licenser/Meadows at Marshdale

By: _____

Title: _____

Date: _____