

Chaska Event Center

Food Provider and Catering Service Information

LICENSURE

Caterer must have a current Minnesota Health Department License and a Certified Food Managers License. Caterer agrees to present the city with a copy of required license and agrees to meet all local, state and federal health regulations, codes, rules and laws pertaining to catering and food service.

INSURANCE

Prior to performance of catering services at the Chaska Event Center the caterer agrees to provide the city with copies of its Certificate of Insurance for catering, naming the City of Chaska as a co-insured. The amount of insurance shall be:

Comprehensive General Liability Insurance

\$1,500,000 combined single limits bodily injury/property damage that will apply exclusively to the catered event occurring at the Chaska Event Center

City of Chaska listed as additional named insured with respect to activities involving the Chaska Event Center.

Automobile Liability Insurance

\$1,000,000 combined single limits bodily injury/property damage.

Workers Compensation and Employers liability Insurance

\$100,000 each accident

\$100,000 disease – each employee

\$500,000 accident or disease – policy limit

CATERING

All licensed Minnesota caterers shall have the non-exclusive right to serve food in the Chaska Event Center. If a user of the Event Center elects to have an outside caterer serve food for their event, the patron shall pay the Event Center 17% of gross sales of such food less Excludable Taxes.

A detailed invoice containing food receipts and the actual number of guests attending the function must be submitted to the Event Center Manager within 72 hours of said event. Gross food sale costs as defined above, will be deducted from the catering deposit and remaining food sale fees must be paid within 10 days of said event.

Caterers need to fill out a new contract for each event they cater.

CATERERS DUTIES

A) Caterer shall restrict food preparation to the kitchen area and not use any other areas without the prior approval of the Event Center Manager.

B) Caterer is responsible for how food is served and ensuring that all Minnesota Department of Health food safety guidelines are followed during the event.

C) The caterer shall negotiate and enter into an agreement with client for the caterer to provide staffing, necessary serving equipment, and food supply for said event scheduled at the Event Center.

D) Clean Up – Caterer will be responsible for cleanup of those portions of the Event Center that caterer conducts its services. Caterer will be responsible for kitchen clean up as required to leave kitchen in condition it was found. Caterer will also be responsible for clean-up of all food serving related items on tables, serving areas, etc. Caterers must takeout their own garbage.

Accessible Kitchen Equipment:

2 Warmers with 18 sleeves each

Commercial Stove with 6 burners

Double Oven

Commercial Dishwasher

Double Convection Oven

2 door commercial refrigerator

Upright freezer

Garbage Disposal

E) Caterer will remove all catering equipment that they have brought on site within one (1) hour of the scheduled completion of the event. A storage charge of \$50 per day will be assessed for any equipment, materials or supplies left unless specifically approved in writing by the Event Center Manager. The Chaska Event Center is not responsible for any item left by the caterer.

F) Caterer will comply with all procedures and policies set by the Chaska Event Center pertaining to catering and its services.

G) The catering agreement between the caterer and the Chaska Event Center may not be sold, assigned, pledged, subcontracted, transferred or otherwise conveyed by any means what so ever by caterer without written prior consent of the Event Center Manager. Any such action without written city of Chaska approval will be considered as null and void.

H) Caterer will be responsible for and pay as required by law all federal, state, and local taxes for that pertaining to the caterer's business operation at the Event Center.

I) Caterer shall provide and pay for any additional food preparation equipment not currently located in the catering kitchen adjacent to the Event Center and all necessary serving utensils, including plates, glassware, silverware, pots, pans, and linens.

J) Set Up. Caterer must contact the Event Center Manager a minimum of 48 hours prior to any scheduled event to provide specific set up requirements for the scheduled event. Any last day changes deemed considerable or changes after the room has been set up are subject to a \$25 per hour staff fee.

K) The Chaska Event Center will be reimbursed for any damage to property or furnishings, excessive cleaning, or time used beyond the contracted period.

L) Chaska Event Center will not be responsible for loss of personal property or items left behind from receptions, i.e. mirrors, votives, wedding cake decor, serving utensils flowers, etc. Any found items will be disposed of the following day.

GENERAL INFORMATION AND SPECIAL REQUIREMENTS: I have read and agree to comply with the policies and guidelines in this document.

Catering Company Name

Catering Contact Name

Caterer Signature

Date (Contract Signed)

Business Address

Phone Number

Email

Event Date

Event Name