

Non-Preferred Catering Contract
Venue Policies & Procedures

CLIENT INFORMATION:

Client Name: _____ Number: _____
Date of Event: _____ Event Hours: _____ to _____
Catering Company: _____ Number: _____
Main Contact: _____ Email: _____
Caterer Signature: _____ Arrival Time: _____

By signing this document, the client and non-preferred caterer agree to all policies and procedures listed.

As a non-preferred caterer, you must adhere to all venue policies and procedures. In the event these procedures have not been met, the **client** will be held responsible and charged an additional venue cleaning fee of \$350.00.

Caterer will become onsite venue representative and will be responsible for all venue policies and procedures. Someone from the catering staff must remain on site for the entirety of the event and is responsible for ensuring the venue has been returned to its original form and locked.

CLEANING PROCEDURES:

Client Initial: _____

Kitchen

Caterer Initial: _____

- Remove all items brought into the venue by your company
- Remove and bag all trash from kitchen and place in the dumpster
- Ensure (3) three trash cans are left in the kitchen
- Sweep kitchen and dishwashing station floor of any debris
- Wipe down all prep tables, oven, microwave, and refrigerator
- Remove all items inside the refrigerator
- Ensure the oven has been turned off and no food has been left inside
- Ensure no trash has been left in the kitchen bathrooms
- Turn off all lights in the kitchen & lock the back door

Client Initial: _____

Main Hall

Caterer Initial: _____

- Caterer must assist the client with breaking down tables and chairs. Not all (125) chairs will fit behind the barn door so the remaining chairs may be stacked along one wall (no more than 6 chairs to a stack)
- Tables must be organized by size behind the barn door (60", 48", High top, 6ft banquet) If tables are not placed by size and organized properly **additional fees may occur**
- Ensure all trash has been removed from both restrooms and placed in the dumpster
- Client must ensure all debris has been removed from the floor
- Client must remove all décor brought into the venue. No décor may be left without venue approval. Any décor left after an event will become property of the Palafox House and disposed of properly.
- Lower all blinds
- Turn off all lights
- Lock all doors - If using the lock box to enter the building, please ensure code is not showing and the key has been placed back inside the box.

Bar - (Great Southern Bartenders)

- Sweep bar floor of any debris
- Ensure ice has been drained from sink well
- Turn off speaker system if left on
- Turn off lamps on both ends of the bar