

# Catering agreement

If you are a caterer, the following guidelines outline Lotus Moments Event Center's expectations when a client hires you to cater an event in our facility. If you have not catered an event in our facility, we will require you to come in and take a quick orientation tour of the facility, and go over our guidelines. We will ask for your signature confirming that you have read, understand, and agree to follow our guidelines when catering an event in our facility.

If you are a client, and are looking to hire a caterer for your event, the following guidelines will help you to determine if your prospective caterer might be a good fit for you, and our facility. We suggest you print out the guidelines, or point your caterer to this page on our website to help you with your choice.

1. At least 30 days prior to the event, the caterer must provide the Lotus Moments Event Center with: A copy of the license to Operate a Food Service Establishment, and a certificate of insurance, evidencing workers compensation insurance, and commercial general liability insurance in the amount of, or greater than \$1 million dollars. If alcohol is being served at the event, insurance must specifically include liquor liability. If liquor liability is an exclusion on the caterer's insurance policy, either the client or the caterer must provide host liquor liability for the event. If the client/caterer self-insures the event, "Lotus Moments Event Center, LLC" must be named as additional insured on the insurance policy. A copy of the insurance policy must be provided to Lotus Moments Event Center before the event. If liquor liability insurance is not in place at the time of the event, alcoholic beverages may not be served.
2. It is not required for the client to use only those vendors from the preferred vendor list, but if a client wishes to use a caterer who is not on our preferred vendor list, prior approval must be obtained from Lotus Moments Event Center.
3. Lotus Moments Event Center reserves the right to refuse use of certain caterers, designers, rental companies, disc jockeys, bands, or any other party or vendor supplying goods or services.
4. Approximately 2-3 weeks prior to the event, a walk-through must be held to go over the details of the event with a member of Lotus Moments Event Center's staff. The caterer and client must both be present for this walk-through.
5. Catering staff is responsible for setting up, and putting away all furniture used for the event unless specific arrangements for Lotus Moments Event Center to provide room-set/set-break are made. In-house furniture must be neatly stacked, in the manner in which it was found, behind the movable walls on the 3rd floor of the gallery. Any rental furniture or other rental items must be neatly stacked on the ceramic tile floor in the Buffet room at the end of the event. Care must be taken never to drag furniture on the floors during set-up and clean-up, as this can

damage the floors. If damage is done to the floors, you will be held responsible for their repair.

- 6.** The caterer is responsible for providing bar staff and service. Alcohol service must cease 30 minutes prior to the end of the event, or at 1:30 AM, whichever comes first. No alcohol is ever permitted on a self-serve basis, and you may not leave bottles on the tables for guests to serve themselves. The bar staff, and catering staff must take precautions not to over serve, and alcohol service to visibly intoxicated guests is not permitted. It is the caterer's responsibility to enforce these rules
- 7.** A waterproof mat must be used under any, and all bar areas, or areas where leakage may occur. Only leak-proof containers or coolers may be used, and all containers holding liquid or ice must be placed on a waterproof mat. Lotus Moments Event Center has waterproof mats available for you to use for this purpose. The caterer is responsible for the repair of any damage done to the hardwood floors due to leakage.
- 8.** All deliveries and pick-ups should occur during the time the client has rented the facility for their event. Any deliveries and/or pick-ups occurring at times other than the specifically stated rental time in the clients contract must have prior approval by Lotus Moments Event Center. Lotus Moments Event Center is not responsible for the timeliness or accuracy of deliveries made by the client, and/or their vendors.
- 9.** The caterer will be in charge of clean-up after the event, and clean-up may not be allocated to anyone else. The caterer may not leave before the event has concluded, and clean-up has been performed to Lotus Moments Event Center staff satisfaction. Clean-up must take place during the time that has been rented by the client, and the client is responsible for any fees for time overage incurred by their vendors.
- 10.** Clean-up after the event shall include: Furniture must be folded, neatly stacked, and put away in the furniture storage area in the back warehouse area of Lotus Moments Event Center. Any rental items being picked up should be neatly stacked on the ceramic tile floor in the Buffet room. All plates and dishes must be scraped clean of food and rinsed. Floors must be swept of any large debris, and checked to insure no moisture is present. Bar mats should be left in place on the floor.
- 11.** All trash, including trash in restrooms, must be removed from the facility. Lotus Moments Event Center participates in the Des Moines recycling program, and you are free to use the receptacles behind the building for disposing of the recyclable trash generated at the event. All cardboard boxes must be broken down, and folded flat. Bottles/cans should be placed into the recycle containers. Recycle materials should not be bagged. If trash is not properly separated, it is the caterer's responsibility to re-sort the trash properly, otherwise \$100.00 fee will be charged to any caterer who improperly disposes of trash.

- 12.** All food and beverages must be removed from the refrigerator, freezer, and dishwasher. All kitchen surfaces must be wiped down, and left as clean as they were found prior to the start of the event.
- 13.** Absolutely no garbage or grease is allowed in the sinks or toilets. The strainer basket must be used in the sink to prevent debris from washing down the sink drain.
- 14.** Smoking is not permitted anywhere within the building.
- 15.** Furnishings and artwork may not be moved without permission and supervision by a Lotus Moments Event Center staff member. All furnishings that have been moved must be returned to their original placement, again under the supervision of a member of Lotus Moments Event Center's staff.
- 16.** Absolutely nothing may be taped, stapled, glued, nailed, or otherwise attached to the walls, floors, or ceilings without prior approval of a Lotus Moments Event Center staff member.
- 17.** No rice, birdseed, bubble solution, confetti, glitter, silly string, sparklers, or fireworks are permitted anywhere on the property.
- 18.** All candles must be encircled by glass, and every effort must be made to prevent wax damage and to prevent injury by such items from occurring to guests. Prior approval of questionable decor is advised to ensure acceptability. Lotus Moments Event Center may reject the use of any decor that may cause damage to the guests or the facility.
- 19.** Caterer/Vendors are required to check out with Lotus Moments Event Center staff at the conclusion of the event. Lotus Moments Event Center staff must confirm that all policy and procedures have been followed, and that the facility has been left in a satisfactory condition.
- 20.** Lotus Moments Event Center retains no responsibility or liability for items brought onto the property, or for any items not removed at the conclusion of the event. Rental companies must remove items in a timely manner, and at a time occurring during regularly scheduled business hours. Items not removed within 24 hours will be disposed of.

Caterer hereby does 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.

Catering Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Frequently Asked Questions : Coming soon