

Catering Agreement with the Gail Hoover Foundation

We so appreciate your involvement and support of raising funds for FACT (Fighting AIDS Continuously Together) and to purchase and train new k9 police officers! The Foundation is giving each caterer two complimentary tickets for the Birthday Bash, to give to family, friends or clients. Caterers will also be noted on all Birthday Bash social media.

Please read the following policies and regulations for caterers working with Gail Hoover Foundation and its Birthday Bash committee at the Community Music School. Caterer must sign at the bottom and return with a one-day event Certificate of Insurance naming the Community Music School as additionally insured.

1. Menu must be submitted to Birthday Bash committee for approval THREE weeks before event. Strong-smelling and messy foods should be avoided.
2. Committee reserves the right to prohibit any food or beverage that can be potentially harmful to the property and/or its contents, ie: dark sauces. Caterer assumes responsibility if they are to be served in the Community Music School. No beverages are to be served.
3. Caterers must check in with Committee upon arrival.
4. Stations consist of one 6' banquet table, linens, napkins, and utensils according to your menu. *Check your needs below.* All other items must be provided by caterer.
5. The caterer must provide serving personnel, ice chests, ice, etc. Catering staff must have spare cloth towels on hand to clean spills promptly. Sterno, canned heat, or canned gas must be supervised at all times by an attendant.
6. All deliveries, either on carts or handheld, must be made through the side entrance. Caterer must provide own carts or dollies.
7. Vehicle must be moved from loading area immediately after unloading.
8. No catering kitchen is available. Staging areas will be identified upon arrival. No cooking is allowed in the building.
9. Food stations are to be set up by 6 p.m. with service beginning at 7 p.m.
10. Electric is available upon request.
11. Prepare to serve 200 guests with adequate portions. The event is more than a tasting event. Substantial but easy to eat portions work best.
12. Catering staff must remove all trash from trashcans during event to prevent overflow. Catering staff must remove trash from the building or deposit ALL trash into identified receptacles before leaving.
13. Lighted candles, including votives, are not permitted in the Community Music School.
14. Only freestanding decorations are allowed. Nothing may be hung, taped, glued, or otherwise affixed on Community Music School walls, trim, or ceilings. Glitter, confetti, and stickers are not permitted in the Community Music School.

PLEASE RETURN THIS PAGE NO LATER THAN MARCH 1st, 2020

YES! We would like to show our support for Gail Hoover's Charity Birthday Bash, Saturday, March 21, 2020 and participate by sponsoring a food station and providing cuisine!

Caterer/Restaurant Name _____

Contact Person _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Electric: No _____ Yes _____ (please provide your own extension cord)

Please describe the menu items you will serve at your food station.

Gail Hoover's Birthday Bash will provide the following items for guests to enjoy your cuisine. Please check supplies you will need for guests to enjoy your food.

Forks ____ Spoons ____ Knives ____ Bowls ____ Cups ____ Plates ____

I have read these policies of the Gail Hoover Foundation and agree to abide by them.

Please PRINT Name of Renter: _____

Signature/Date: _____

Please PRINT Name of Caterer: _____

Signature/ Date: _____

Return forms to:

Victoria Anabui
484-241-1670
Victoriaanabui@gmail.com