

***Policies for Outside Catering Vendors***

1. All Outside Caterers must be approved through ***The Marquis on Magnolia***.
2. Each caterer will provide ***The Marquis on Magnolia*** with proof of a current Health Department Caterer's License and a Certificate of Liability Insurance. The Certificate of Liability must name ***The Marquis on Magnolia*** as certificate holder and The Marquis, its officers, agents and employees must be named as additional insured. Both forms must be in the office of ***The Marquis on Magnolia*** no later than ***10 days prior to the event***.
3. Caterer will be required to pay a 10% user's fee of the gross receipts, less taxes, of the total food bill charged to each client or \$250, whichever is greater. A copy of the billing ticket with a check for the fee payable to ***The Marquis on Magnolia*** will be required no later than 72 hours prior to the event.
4. At this time, there is not a catering kitchen or separate area available for the caterer to set up. No food may be prepared on the premises.
5. The Caterer will be responsible for leaving the premises in satisfactory condition and for the disposal of all trash. A dumpster is located behind the building, in the back parking lot. The area around the dumpster will also be expected to be left clean. Failure to follow this procedure will result in additional cleaning fees.
6. All alcoholic beverages must be managed and arranged through ***The Marquis on Magnolia***. Outside catering with the use of Hosted or BYOB Bars will require service personnel at the flat rate of \$100.
7. The use of an outside caterer will require ***The Marquis on Magnolia*** to provide one Supervising Staff Personnel, per every 100 guests, for the duration of the event. This is a minimum fee of \$150 per staff member.
8. China, Glassware, Flatware, Linens and other items are available for rental through ***The Marquis on Magnolia***. Service personnel for kitchen items (china, glassware, flatware) is required when renting these items through The Marquis on Magnolia at a flat rate of \$100.
9. It is the responsibility of the Client to ensure that the Outside Catering Vendor adheres to all of the above policies. A copy of these policies, signed by both the Client and Outside Catering Vendor, must be on file with ***The Marquis on Magnolia*** immediately after signing the **Rental Agreement**.

***If items 2 and 3 are not completed within their respective timeframes, the Outside Catering Vendor will NOT be allowed to bring in food for the event.***

I have read and agree to the Policies for Outside Catering Vendors.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Outside Catering Vendor's Signature

\_\_\_\_\_  
Date