

## Holthus Convention Center: Caterers Agreement & Guidelines

All Caterers wanting to cater in the Holthus Convention Center (HCC) must be listed on an Approved Caterers List. Any Caterer not on the Approved Caterers List will need to read and sign the form below before they can be listed on the Approved Caterers list. Completed form must be sent to the Holthus Convention Center Office to be put on file. The Approved Caterers List is available on our website at [www.holthusconventioncenter.com/caterers](http://www.holthusconventioncenter.com/caterers), or can be provided in hard copy to customers who come into our office.

The following guidelines apply to all Caterers who are on the Approved Caterers List. All Caterers must agree to follow guidelines and acknowledge such by signing and returning a signed copy of this document to the HCC Office.

### Regulatory Requirements:

1. The Holthus Convention Center requires that each Caterer receive a copy of these Guidelines and sign the Agreement as acknowledgement of the compliance.
  - The Caterer's 5% Fee to the HCC provides for the following:
    - Assists in maintaining and improving the HCC food service facilities
    - Allows the Caterer to provide catering services in the HCC
    - Covers the reasonable costs of after-event cleanup and trash removal by HCC
2. The caterer shall have in force and effect at all times a liability insurance policy that provides minimum coverage of \$1,000,000 per occurrence. Holthus Convention Center requires that the HCC have a copy of the Caterers' insurance certificate and naming the City of York, Nebraska as additional insured.
3. The HCC requires that proof of workers compensation insurance be made available to the HCC.
4. The HCC requires a copy of the Caterers' current health permit
5. The Holthus Convention Center requires that each Caterer pay a 5% catering fee
  - The 5% fee is to be based on the total amount the Caterer charges to the Customer

### Caterers:

1. Caterers are expected to reasonably clean the utilized catering prep areas after events. This includes sweeping, mopping, breaking down cardboard boxes and placing trash into trashcans.
  - As needed, trashcans should be emptied and bags placed in dumpster outside kitchen doors. Additional bags will be located in the bottom of trashcans.
  - Liquids (tea, coffee, water, etc.) should not be poured into trashcans – liquids have too much weight, make it difficult to lift & empty trashcans and can cause unnecessary messes.
  - Trashcans should not be overfilled – overfilling makes them difficult to lift and empty.
  - All trash and food must be removed from tabletops before table covers are removed.
2. If Caterers do not undertake reasonable cleanup measures a minimum clean-up fee of \$200 will be charged to the Caterer. Catering privileges may be suspended and/or terminated if non-compliance occurs repeatedly, or if the Caterer fails to pay the clean-up fee.
  - Examples of unreasonable mess left by Caterers and which will result in extra charges, include, but are not limited to – food left on tables, food left in drains, grease poured in drains, sinks or on floor, etc.
3. All equipment/supplies located in kitchen/beverage area are available for caterers to use as needed. Inventory will be taken of these items post event to ensure these items do not leave the building. If any items are found to be missing, the Caterer will be asked to return or replace

the missing items, or may be charged for the cost of replacement of any missing or damaged items. Items may include, but are not limited to:

- Coffee Urns
  - Water Pitchers
  - Ice Buckets & Scoops
  - Metal Trays
  - Rectangle and serpentine serving tables and tablecloths for serving areas
  - Table Linens
4. Caterers Set-Up Times and Load-In/Load-Out:
- Caterers should notify the HCC Office during regular business hours (8:00am to 5:00pm, Monday thru Friday) of catering events in the HCC.
  - Caterers should provide the date, name of event and the number of guests who will be catered to.
  - Caterers should provide the expected time they will need to gain entry into the HCC.
  - Caterers should be aware of the Start Date under contract by Customer because Caterers' requests to setup prior to contracted start date will incur additional charges for Customer – which must be approved by the Customer, and will depend on room availability.

**Payment of Catering Fees:**

1. Caterers must present the Holthus Convention Center with a copy of the customer's catering invoice to determine the 5% catering fee.
2. The HCC will send invoices reminding Caterers of current and past-due fee payments, with the date and name of event.
3. If a Caterer does not remit the 5% catering fee from a catered event within 30 days after the event, the Caterer's name will be removed from the Approved Caterers List.
4. This action is necessary to be fair to those Caterers who regularly pay their fees immediately after their events, and to prevent Caterers from waiting until just before their next event to pay these fees.
5. If a Caterer is removed from the Approved Caterers List, that Caterer will not be allowed to cater in the HCC until all past due fees are paid.
6. If more than 45 days lapse before the outstanding fees are paid, a \$100 reinstatement fee may be assessed.
7. After payment is received, the Caterer will be listed again on the Approved Caterers List.

**ACKNOWLEDGEMENT:**

I have read these Caterers Guidelines for the Holthus Convention Center and agree to comply with them to the best of my ability.

\_\_\_\_\_  
Signature of Caterer

\_\_\_\_\_  
Name of Catering Business

\_\_\_\_\_  
Printed Name of Caterer

\_\_\_\_\_  
Date

**TO BE SIGNED BY CATERER AND KEPT ON FILE IN THE HOLTHUS CONVENTION CENTER OFFICE.**