

# *Farmville Municipal Golf Course Banquet Room*

## FIREMEN'S SPORTS ARENA

### CATERER REQUIREMENTS

Caterer must be contracted directly by the Client.

It is mandatory that contracted caterer sign and adhere to the Catering Requirements as described below. Failure to comply with below stated policies may result in loss of Client's security deposit.

#### INSURANCE:

**Certificate of Insurance** - Only fully licensed and insured caterers may be used at the Farmville Municipal Golf Course Banquet Room and/or the Firemen's Sports Arena. Caterer must provide a current Certificate of Insurance providing proof of Comprehensive General Liability Insurance in a minimum amount of \$1,000,000 combined public liability for personal injury and property damage, including but not limited to the caterer being liable for any food and liquor served. The insurance policy must name the Town of Farmville as additional insured. Caterer's Certificate of Insurance must be filed with the Town Manager's Office thirty (30) days prior to event. If proof of insurance is not received prior to event, the Town of Farmville has right to refuse Caterer access to the premises.

#### ALCOHOLIC BEVERAGES:

If alcoholic beverages are to be served by caterer: The caterer shall be responsible for all alcoholic beverages served during the event. One person, listed as a manager on the ABC license, must be present at the event at all times. All alcoholic beverages must be kept under lock and key at all times when unattended by bartender. A copy of the caterer's ABC License must be posted in the kitchen area of the facility. Persons must be at least twenty-one (21) years of age to serve or sell alcoholic beverages. **NO KEG BEER IS ALLOWED AT THE FACILITY.**

It is illegal to give, serve or sell alcoholic beverages to any person under age 21. This also applies to parents and other family members of minors. You must comply with all local, state and federal regulations. For more information on current laws concerning alcoholic beverages, please contact Virginia ABC agent Dexter Franklin at 434-962-4240.

#### COOKING:

Cooking, including but not limited to open flames and indoor grills, is not allowed in the facility. All food preparation such as cooking or heating must be done in the kitchen. Kitchen equipment is not provided to cook entire event menu. Kitchen equipment is provided as a source of warming food. Caterer is allowed to do minor cooking in the kitchen on the day of the event. Outdoor grilling, by the caterer is permitted with prior approval from Town Manager. Some restrictions may apply.

#### KITCHEN AREA:

The caterer must bring thermal containers for ice. Bags of ice may not be placed on the floor in any area. Kitchen area (to include stove, refrigerator, sink and counter tops) must be thoroughly cleaned at the conclusion of the event. Floors must be swept and mopped. Grease, bar garnishes and any hard matters are not to be put in any sinks or down any drains in the building.

#### BREAKDOWN:

The Town will be responsible for taking down tables and chairs.

#### CLEAN UP:

Caterer is responsible for supplying all materials necessary for clean up. Cleaning of the ovens, tabletops, sinks, refrigerators, floor and other equipment, used is required and the responsibility of the caterer, after each event. Caterer may not dispose of any drinks, ice, water, etc. on the grounds. The catering area sink and drain are to be used for this purpose. Please make sure sink is not clogged or items are left in the drain. Stirrers, straws, lemons/limes or any other items are to be disposed of in the trash bins provided.

#### TRASH REMOVAL:

Caterer is responsible for the removal of all trash derived from the event immediately at the conclusion of the event. Trash is to be placed in

plastic bags and transported to the garbage bins outside.

**EQUIPMENT:**

Caterer must take all equipment, supplies, dishes and food with them at the conclusion of the event. If items have been rented from another vendor, it is the caterer’s responsibility to have the vendor pick up items at conclusion of the event, or caterer must take items with them. There will be NO DEEP FRYERS, OUTDOOR GRILLS or any catering equipment that it is considered "OPEN FLAME", permitted in the facility. There will be a penalty fee of \$200 for any equipment or supplies left behind.

**STAFF:**

Caterer must have enough staff on duty to service the event properly. All staff must adhere to the rules and regulations of the Farmville Municipal Golf Course Banquet Room and/or Firemen’s Sports Arena at all times. Staff is expected to display courteous and professional behavior at all times. Wandering and exploring the facility and the grounds is strictly prohibited.

**SMOKING:**

The facility is a smoke and tobacco free facility. Smoking is strictly PROHIBITED inside the building, on the outside patio or in bathrooms. There are designated smoking areas located outside the building. These areas are clearly marked and are the ONLY areas where smoking is permitted. Guests must use the cigarette receptacles to dispose of cigarette butts. **NO CIGARETTES ARE TO BE THROWN ON THE GROUND.** Failure to adhere to smoking rules will result in loss of Client’s security deposit.

**DECORATION:**

All decorations must be free standing. Nothing can be attached permanently and/or temporarily to any surface. Candles must be in holders where the holder/globe exceeds the height of the flame. NO open flames are allowed.

**DELIVERIES:**

The caterer is responsible for transporting any and all items to and from the event space. Town of Farmville employees are not allowed to lift, carry or set-up any supplies for the event. Town employees are not allowed to sign for delivery of items for the event. Deliveries will only be allowed during the time stated on the rental agreement contract unless approved by Town Manager.

Farmville Municipal Golf Course Banquet Room rental fee is for use of the banquet room only. Rental rate does not include the pool, golf course and outside facility or any other services or supplies. Client will make arrangements for all other services and supplies needed for the event.

The client and caterer are required to comply with all laws, regulations, codes, etc., concerning health laws, fire laws, occupancy provisions, building codes, and alcohol laws.

The client and caterer agree to hold harmless the Town of Farmville or any employee or agent acting on behalf of the Town of Farmville and to indemnify them from any claim, demand or action by or on behalf of any person or entity arising out of any activity not sponsored by the Town of Farmville at or on the Town’s property that occurs as a result of the rental of the Town Property including, but not limited to, its establishment, construction, use, maintenance, configuration or existence.

Failure to comply with any provision of these requirements (the entire caterer requirements) could result in the caterer being removed from the Town’s approved list.

**CATERER REQUIREMENTS** must be signed and returned to the Town Manager’s Office as soon as available. Failure to submit confirmation of caterer will result in termination of reservation.

**Date of Event:** \_\_\_\_\_

**Client’s Signature:**  
\_\_\_\_\_ Date: \_\_\_\_\_

**Caterer’s Signature:**  
\_\_\_\_\_ Date: \_\_\_\_\_

**Town Manager’s Signature:**  
\_\_\_\_\_ Date: \_\_\_\_\_