Caterer Service Policy and Agreement

❏ Company must be licensed by the State of Kansas and a copy of current license needs to be on file with The Barn at Grace Hill a minimum of four weeks prior to event.

❏ Commercial liability insurance needs to be in place at the appropriate levels for the size of the event being catered and proof must be provided to The Barn at Grace Hill a minimum of four weeks prior to event.

❏ All deliveries and set-up may only occur during the time the client has rented the facility for the event.

❏ Catering staff may pull vehicle up to the west side (front entrance) or the east side of the building (vendor parking lot) for unloading but then must move vehicle to designated vendor parking area. Please don't drive on the concrete or park in front of any doors.

❏ The Barn at Grace Hill does provide an on-site dumpster located east of the building. The Barn at Grace Hill has some 32-gallon trash cans available for use. ALL trash must be removed from the grounds and discarded in the provided dumpster or removed from the venue by the caterer or assigned help designated by the event coordinator and client.

❏ All catering items must be removed from the property the evening of the event.

❏ Preparation areas and surfaces must be cleaned thoroughly and sanitized with supplied cleaning chemicals. These areas should be left as clean as they were found prior to start of event.

❏ Absolutely no smoking in any areas other than the designated smoking area.

- ❏ No dumping of any kind with the exception of ice or water in proper drains and not on grass.

- ❏ Extension cords must be provided by caterer. Food trucks and trailers must provide their own source of power (generator).

- ❏ Any area used by Catering staff must be cleaned and left the way it was found. See the cleaning checklist for further details. It is recommended that the Caterer check in with the Coordinator and The Barn at Grace Hill Manager on duty before leaving. If any of the used areas aren't left the way they were found, it will result in the client not receiving a portion of their damage deposit back.

_____   _____   _____

Caterer Signature   Catering Company   Date

_____   _____

Client Name   Date of Event