



Catering Agreement

The following is a catering agreement for your review and signature. Please review this information carefully. If you have any questions, please contact Jillian Murphy, Berg Event Space Manager, at 816.842.4488. Please communicate these policies to any rental companies or other vendors contracted for this event.

full service: Berg Event Space requires full service catering. We do not allow drop off catering or self-catering. **Caterers are required to remain until the end of the event to complete clean up and full tear down of food service related items.**

insurance: Copies of business license and certificates of insurance are required no later than 30 days prior to the event date.

deliveries: All deliveries must be scheduled with the Event Manager prior to vendor arrival. All deliveries must come through the alley garage door during business hours which can vary. Once you have loaded the elevator you must move your vehicle out of the alley. Berg Event Space is closed most Sundays and Mondays.

rentals: All rentals will be placed in the catering room until the caterer's arrival, or in the basement if for a Saturday or Sunday event. It is the caterer's role to arrange for their own rentals. Berg Event Staff is not responsible for the accuracy of the rental deliveries and will not sign for or review deliveries. All rentals are to be placed on the elevator or in the basement at the conclusion of the event for pick-up the next business day. (Generally Tuesday)

- **Linens:** Berg Event Space does not provide or lay linens. Catering staff is responsible for placing linens on the tables and bagging them at the end of the evening. Berg Event Space is not responsible for lost or damaged linens.
- **Tables & Chairs:** Please confirm the room setting and number of tables and chairs for your event no later than 14 days prior to your event. Berg Event Staff will handle the tables and chairs.
- **Glassware:** Berg Event Space will provide all bar ware. Berg Event Space does not provide water glasses on tables. Caterers are responsible for table water service, if needed, unless otherwise arranged to be staffed by Berg Event Space at a cost to the host.

bar: Only Berg Event Space bartenders are allowed behind the bar. We reserve the right to refuse service to anyone. Berg Event Space will staff all bartenders.

ice: For events of more than 100 guests caterer must provide their own ice for table water service. Events of 100 or less may use Berg ice.

alcohol: Berg Event Space has a liquor license. All beer, wine and liquor must be purchased through Berg Event Space and served by Berg staff. Alcohol may not be consumed by vendor staff at any point during the event.

berg staff: Berg Event Manager and/or Berg Event Assistant Manager will be on-site for your facility needs. Only Berg Event Space staff members are permitted to operate our freight elevator. Berg staff does not set up or bus food service items.

catering prep room: Our prep room is available to insured caterers ONLY. Please note the attached cleaning/check-out list required for hosts and caterers. Caterers are not allowed to wash dishes in our sinks. China must be scraped clean into provided trashcans and placed into rental crates for pick up. Caterers will be provided with 2 trashcans and can liners as needed.

trash/recycling: Caterers will be provided with lined trashcans. It is the responsibility of the catering staff to empty trash during and after an event. Recycling bins are provided for cardboard, aluminum



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and plastic. For glass recycling, please speak with the Event Manager on duty. We are happy to take care of any recycling needs you may have.

available for use:

- Refrigerator
- Mop, bucket, broom, dust pan, cleaning supplies
- Hand washing sink

*Berg Event Space does not lend out any kitchen equipment or utensils.

staff smoking: Berg Event Space is a smoke free facility. During events, no employees (including catering staff) are allowed to smoke in the courtyard. Please direct your employees to our parking lots for smoking.

pre-event vendor's access: Doors will remain locked until the scheduled set-up time of the event. All food service items must enter the building during the 4 hours of set up time.

staff parking: Caterers and staff may park in Berg Event Space lots. Lots are located on 16th Street between Grand Boulevard and McGee Street. The Southside lot will open 30 minutes prior to event start time. The north lot is open at the beginning of set up and available to vendors. Please do not park in the Berg courtyard or alley.

security: Berg Event Space contracts a security officer. They are on site and contracted 30 minutes prior to event start time until 30 minutes after the scheduled conclusion of the event. Please make sure your staff completes the tear down and clean up in a timely manner. The host will be charged extra for any time over the stated clean up time.

The following is a list of cleaning expectations throughout the evening and at the end of the night:

- Guest tables cleaned off. Linens removed, bagged and placed on the elevator for pick-up or taken off premises.
- Food Stations broken down, linens removed.
- Catering room cleaned up: Refrigerator, tables, shelves, floors.
- Trash/ Recycling taken out to dumpsters.
- Extra food/cake boxed for Client or disposed of in dumpster

The Berg Event Space is not responsible for items lost or left at the Space, including rentals.

Catering Company: _____

Main Contact: _____ Phone Number: _____

E-mail Address: _____ Address: _____

Event Date: _____

Caterer's Signature

Date

Berg Event Manager's Signature

Date

Client's Signature

Date