


Woodrow Hall



CATERING TERMS AND CONDITIONS

Since many times inexperienced catering staff lack knowledge of standard procedures and needed items are frequently forgotten, please be aware that the Client may have additional charges at the end of the event that were not included in the original quote. Woodrow Hall staff may not always have sufficient time or ability during the Event to notify Client when additional items or services are required, however, the Host will review these items with the Client representative at the end of the Event.

Woodrow Hall makes every attempt to contain these costs on the Client's behalf, yet reserves the right to add the cost of these items (if applicable and not included in the original contract) (i.e.: bagged ice, additional paper products; plates, cups, napkins, paper towels, plastic ware, bottled water, steam ware, glass ware, china linens etc., without prior approval.

No prolonged food preparation is permitted on the grounds. Outdoor grilling is allowed on a cooking device designed for outdoor use, provided that it is located at least ten (10) feet from any structure and is monitored closely.

Supplies & Staff: Client must provide a Designated Representative to oversee food preparation and/or grilling on the grounds, as well as the serving and cleanup activities. The Client's Designated Representative must have sufficient authority to approve additional rental equipment or incidentals from outside providers. The Client must provide one staff person per 25 guests attending a formal dinner event and one staff person every 50 guest for buffet style dinner.

Supplies not included in the Client's contract with Woodrow Hall, include some or all of the following: bussing trays, tray stands, table linens, cake knife/server, serving dishes, platters or trays, serving spoons, spatulas or tongs, water pitchers, punch bowls, coffee serving containers, ice buckets and condiments such as salt, pepper, sugar, creamer, etc. In the event that the Client needs any of these materials, and they have not been contracted for prior to Event Date, they can be provided by Woodrow Hall at a per item/use cost and will be charged to the Client. *Woodrow Hall does not store these items for use. Any items needed must be requested at least 24 hours prior to Event Date and Time.*

Day of Event: Admittance to Woodrow Hall's property prior to the contracted setup time is not permitted. The gates to the property will not be opened until the arranged start of setup time. A Woodrow Hall Host will monitor all setup and event activities and make note of any additional rental or service items, as well as notes related to our operations and procedures, on the *Event Checkout Form*. This form will be used

by Woodrow Hall for many activities relating to its operations and/or for determining additional charges to apply to Client's final invoice.

The Woodrow Hall Event Coordinator must be notified upon departure and the Client or his/her Designated Representative is required to review and initial any items listed on the *Event Checkout Form* that he/she has requested for use during the Event

Set Up: Woodrow Hall takes care of set up and tear down of all items rented from Woodrow Hall. The Client is responsible for setting up and breaking down any equipment that has NOT been rented from Woodrow Hall, including outside vendor and/or provider rental equipment.

Bussing & Serving:The Client must provide sufficient staff to circulate during the event to clear glasses, bottles and other trash from tables and any other surfaces setup on the grounds, under the covered shelter or in a tent. The staff of Woodrow Hall does not perform these tasks. Sufficient waste trays on tray stands should be provided for guests by outside vendors. The Client (or the Client Representative) is responsible for setting up tables and tableware rented from outside providers as well as for bussing and bringing trash to the designated disposals.

Clean Up:

The Client or outside vendor rental equipment must be removed from Woodrow Hall property prior to the Event End Time, unless other arrangements have been made and agreed upon for next-day removal. If a next-day pickup fee is charged by an outside vendor or provider, the Client is responsible for paying that additional fee(s) for each day that said equipment is on Woodrow Hall property.

The Client is responsible for making sure all trash is placed in trash containers provided on the property, and taken to the outside dumpsters.. At the conclusion of the event, all areas should be cleaned, all rental items returned or put away for next-day pickup and the entire event area(s) left in the condition in which it was found originally. In the event the Client cleanup responsibilities are not completed, a Cleaning Fee, plus hourly Additional Event Time will apply.

Damages to Woodrow Hall Property: Woodrow Hall tries to note any damages to the grounds, covered shelter, portable toilets, or any outdoor areas used during the event, or loss of equipment on the day of the Event, however, some things may not be noticed for several hours or days after the Event ends. Woodrow Hall reserves the right to make a thorough inspection within 10 days of the Event End Time of all the areas, equipment, and covered shelter, etc. used during your scheduled Event to assess charges for damages or loss. Charges for damage or loss may include the cost to replace the item if it is damaged beyond repair or is lost, the cost of labor to repair the item, or specific cleaning fees that may be associated with the Event.

All liabilities and claims that may arise against Woodrow Hall from Client's usage are released under the Terms of the Release and Indemnity Contract signed by the Client and incorporated herein by reference. will apply.

Rules for Caterer

1. Client must provide 1 staff person per 25 guests attending a formal dinner event.
2. Client must provide 1 staff person per 50 guests attending a buffet style dinner event.
3. **Bussing & Serving:**The Client must provide sufficient staff to circulate during the event to clear glasses, bottles and other trash from tables and any other surfaces setup on the grounds, under

the covered shelter or in a tent. The staff of Woodrow Hall does not perform these tasks.

4. The Client (or the Client Representative) is responsible for setting up tables and tableware rented from outside providers as well as for bussing and bringing trash to the designated disposals.
5. The Client is responsible for **setting up, breaking down and returning** any equipment that has NOT been rented from Woodrow Hall, including outside vendor and/or provider rental equipment.
6. Supplies not included in the Client's contract with Woodrow Hall, include some or all of the following: bussing trays, tray stands, table linens, cake knife/server, serving dishes, platters or trays, serving spoons, spatulas or tongs, water pitchers, punch bowls, coffee serving containers, ice buckets and condiments such as salt, pepper, sugar, creamer, etc.

7. The Client or outside vendor rental equipment must be removed from Woodrow Hall property prior to the _____ Event End Time, unless other arrangements have been made and agreed upon by Woodrow Hall for next-day removal.

8. The Client is responsible for making sure all trash is placed in trash containers provided on the property, and taken to the outside dumpsters.

9. At the conclusion of the event, all areas should be cleaned, all rental items returned.

10. Day of Event: Admittance to Woodrow Hall's property prior to the contracted setup time is not permitted.

11. Kitchen floor, sink, garbage, and ovens should be completely clean before the caterer leaves the property.

THE UNDERSIGNED CERTIFIES THAT HE/SHE IS LEGALLY ABLE TO ENTER INTO A CONTRACT WITH WOODROW HALL AND THAT HE/SHE HAS READ, UNDERSTANDS, AGREES TO AND ACCEPTS THE ABOVE OUTLINED TERMS ON BEHALF OF THE CLIENT:

Client Signature & Client Printed Name

Caterer's Signature & Printed Name

Contract Date / /

Event Date _____ **Estimated # Guest** _____ **#of Servers:** _____

Self-Catering Terms and Conditions