



Morris B. Vance Community Room Caterer Agreement

Please provide a copy to your caterer

PERMIT # _____

Renter's Initials

1. Caterers must have a current City of Vista business license.
2. Prior to servicing any event, caterers must have a certificate of insurance including the following:
 - a. One million dollars comprehensive general liability to include the following:
 - Contractual liability
 - Business auto
 - Products, including food
 - Broad form property damage
 - b. Additional insurance requirements are:
 - Workers Compensation (statutory)
 - A certificate of insurance naming City of Vista as additional insured with an endorsement (must be on file with the City prior to the event)
 - c. One million dollar liquor liability: **Required if alcohol is being served**
3. Caterers should meet at the facility with the client and a City representative prior to catering an event so that they are familiar with the facility and any rules governing their use of the facility, and to discuss logistics of the event.
4. Hourly overtime will be charged if rental Company or caterer is not off-site within the one hour available as stated in the contract. All equipment/additional rentals must be picked up during the hour scheduled for clean-up. No exceptions please plan accordingly.*
5. Caterer must provide a supervisor on the grounds during the time any food is at the facility.*
6. Caterers are responsible for the following:
 - Walkways (wet mop any spills.)*
 - Trash (empty bags when half full, building staff will also assist with this.)*
 - Basic cleaning of the kitchen (if used) according to the list on reverse.*
 - Checklist must be signed off on by renter and City staff prior to vacating facility.*
7. There is a separate deposit of \$500 in order for the caterer to have access to the kitchen. This is a commercial kitchen. The City of Vista will also charge for a staff person to be present the entire time the caterer is using the kitchen at \$25/hr. as well as an additionally cleaning fee of \$61.
 - All items **MUST** be removed prior to vacating facility. No food or non-food items may be left in the kitchen, refrigerator, freezer, oven, warmers or dry storage. Any items left in the facility will be held for one week with the exception of food . If not picked up within 7 days of the event the items will be disposed of accordingly.*

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- Please note: Do not dump ice, coffee, or other liquids onto the landscape. If there was no kitchen access on the permit, City of Vista staff will open it to dispose of any liquids or ice.*
 - Barbecue: Caterer can provide barbecue service with set-up on the sidewalk adjacent to the kitchen entrance. A piece of cardboard or plywood must be placed under the barbecue to prevent grease stains on the concrete.*
 - Drop off & Pick-up: The entrance adjacent to the kitchen is designated for loading and unloading. Vehicles can remain parked there to ensure they have access to the area at the end of the event.

Please note: Items marked with “*” can constitute a hold of the Security Deposit for non-compliance.



Morris B. Vance Community Room Kitchen Clean-Up Check List

PERMIT # _____

This will be used at the time of the event and will be signed off by renter and/or caterer at the conclusion of the event as well as the City representative. Any items of concern will be noted and can be charged to the \$500 security deposit.

***City of Vista kitchen staff will need to initial next to each item that applies once completed in order to receive full deposit back.*

- _____ • Wipe down all counter and wall surfaces and clear them of all food and non-food items.
- _____ • All sinks must be clear of food and wiped clean. Sink drains must be empty.
- _____ • Coffee pot must be emptied and rinsed (if applicable).
- _____ • All trash and recycling needs to be taken out to the trash receptacle. It is required that recycling items need to be separate from trash items and disposed of accordingly.
- _____ • No food or non-food items may be left in the kitchen, refrigerator or freezers. All items must be removed

Staff Notes:

Responsible Party / Caterer Signature

City Representative

Date & Time