



## CATERING APPENDIX

This Catering Appendix, hereinafter referred to as “Appendix,” is entered into and made effective as of (date) by and between the following parties: The **University of Providence**, hereinafter called “University,” **located** at 1301 20<sup>th</sup> Street South, Great Falls, MT 59405 and (Event Host).

### **I. Catering Guidelines:**

- (a) The Caterer will agree to procure and maintain at purchaser’s expense, Liability (Event) Insurance, with minimum limits of not less than one million dollars (\$1,000,000) for injury or death of any one person or property damage. This Liability (Event) Insurance includes coverage of illness or injury as a result of any food served in food concessions operated by Caterer. A Certification of Insurance from the agent, showing the required coverage, shall be furnished to the Event Host. The Event Host will supply the University with a copy no later than \_\_\_\_\_.
- (b) The Caterer will be given a complete step by step instruction guide on operating the dishwasher and the large dish sink located in the University Center Prep Kitchen (next to the dishwasher). Caterer will receive these instructions on (date), and will follow them to prevent any damage to either the dishwasher or the dish sink. A copy of this instruction guide will also be posted in the University Prep Kitchen.
- (c) Some of the tasks that are required to be completed before the Caterer vacates the property are: mopping the floor and wiping down all countertops and sinks located in the Prep Kitchen. Coffee Baskets and pots need to be clean, and coffee maker turned off (if used). All items need to be removed from the walk-in cooler, and the cooler needs to be left in the condition that it was found. All trash (including boxes) inside the kitchen needs to be bagged and dumped in the dumpsters. The dumpsters are located at the south end of the University Center parking lot.
- (d) The Caterer needs to remove all linens, dishes, and utensils that they brought into the Venue. Please do this **immediately following the event.**
- (e) If any of the above tasks are not completed at the conclusion of the event, there will be additional fees charged to the Event Host.
- (f) After the Event, the Event Host will need to return access, including any access cards or other materials, to the University of Providence Event Coordinator, by the following date/time \_\_\_\_\_ . Failure to return any of these items will result in additional fees.



II. **Substance Policies:**

- (a) The University and applicable law prohibit the use of any illegal narcotics or unauthorized controlled substances on the premises of the University of Providence and the Venue. Failure to ensure that the Venue is a drug-free location, due to the Event Host’s negligence or disregard, is subject to legal action by the University and applicable in local, state, and federal courts.
- (b) **The use of tobacco (including cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco, and all other tobacco products) is NOT allowed on the University of Providence property.**

III. **Contacts and Security:**

- (a) The University of Providence supplies 24/7 security. Campus Security’s phone number is **406-791-5911**. The University does not accept responsibility for damage or loss of any property left at the University.
- (b) A University of Providence Event Representative or Team of Representatives from the University will be available during the Event. The name(s) and phone numbers of those representatives are: \_\_\_\_\_

I have read the above contract and the University of Providence’s policies and procedures that are listed above. I agree to all the terms and conditions.

\_\_\_\_\_ Date/Phone #: \_\_\_\_\_

*Read, agreed to and approved by Event Host*

\_\_\_\_\_ Date/Phone #: \_\_\_\_\_

*Read, agreed to by Catering Representative*

\_\_\_\_\_ Date/Phone #: \_\_\_\_\_

*Signature of University of Providence Representative*