



One-Time Event Caterer Agreement

Name of Company _____ Main Contact _____
Address _____ Email _____
Phone _____ Fax _____
Date of Event _____ Name of Renter _____

This is the Memorial House One Time Event Vendor Agreement. This Agreement is between the **Vendor** listed above and **Utah Heritage Foundation (“UHF”)**, operator of Memorial House. In this agreement, the words “you”, “your”, “yours”, “Vendor” and “Caterer” mean the person or business listed above.

Stewardship

UHF, a statewide non-profit organization with the mission to preserve, protect, and promote Utah’s historic built environment, assumed a managing role at Memorial House in 1993. In partnership with Salt Lake City, UHF rehabilitated the building to continue its historic use as a community event center and for its offices. Through our cooperative stewardship, Memorial House today serves as a gathering place identified by its iconic historic style. As stewards of Memorial House, UHF has the one time catering agreement in place to ensure the building is used in a way that does not cause excessive wear and tear. Please be respectful of the historic nature of the house and grounds. If you see anything that needs attention, please let the Memorial House Manager know as soon as possible.

Documentation

By entering this agreement, you agree to furnish the following **no later than 45 days prior** to the event:

- Copy of current business license
- Proof of current general liability insurance
 - Coverage must be no less than \$1,000,000 per occurrence
 - Utah Heritage Foundation must be listed as additional insured
- Proof of current Workers Compensation Insurance
 - Coverage must be no less than statutory limits required by the state of Utah
 - This coverage requirement may only be waived in the event that Vendor has no insurable employees as defined by the Labor Commission of Utah
- \$300 documentation fee (may be paid by caterer or renter)
- Memorial House does not require you to provide copies of Food Handler Permits for each of your employees. However, you are responsible to ensure that all of your staff working at Memorial House has a current permit.

House Policies and Information

As an approved one time caterer, you are the designated food handler for the event. You are required to staff the event at all times. Food drop off is not permitted at Memorial House. Wedding cakes are permitted from the bakery of the client’s choosing, however, as the food handler, you are required to cut and serve the cake.

If you rent items for the event (china, linens, chairs, etc.) and they are to be delivered, please call Memorial House in advance to arrange the delivery. Because of limited space, all delivered rental items must be stored

outside until the client's rental time begins. Any rental items left at Memorial House for pick up after an event must be properly stored outside to the north of the storage sheds. **Memorial House and/or UHF are not responsible for loss, theft, or damage to your property including rental items.**

IMPORTANT: You are responsible for keeping the event area clean at all times. Trash and used china/glassware should be removed from the main hall and garden room at regular intervals throughout the event. **Please staff events accordingly.** Memorial House staff are not licensed food handlers. **All bussing is the responsibility of the caterer, not Memorial House staff or the client's group.** If a client has opted to have bar service at the event, bussing the glassware and empty bottles will also be the caterer's responsibility, unless a previous arrangement has been made with the bartending service. Please keep in mind that the bar cannot be left unattended at any time during the event. Following the event, you agree to be responsible for the following:

- Clean kitchen including counters, sinks, sweep/damp mop kitchen floor
- Empty all trash in dumpster behind kitchen and replace liners in garbage cans
- Empty all recyclables into the blue recycling bins behind the house. These bins are for recyclables *only* - please do not put garbage or glass in the bins.
- Sweep garden room floor
- Remove all equipment belonging to you from Memorial House

All items belonging to you must be removed no later than 2:30 pm (for standard daytime events) and 11:00 pm (for standard evening events). You may enter the building at the start of the client's rental set-up time and must exit by the end of their allotted time. All parties including guests, renter, and service providers must exit Memorial House and Memory Grove Park no later than 11:00 pm.

As part of the rental agreement, the renter has provided Memorial House with a cleaning/ damage deposit. Please note that the kitchen, garden room and main hall must be properly cleaned before you leave in order for the renter to be refunded the cleaning/damage deposit.

Memorial House is shown by appointment. If you need to visit the facility prior to your event date, please call (801) 521-7969 to schedule an appointment. Memorial House kitchen contains a commercial Wolf 6 burner stove with oven, refrigerator, standing freezer, and three compartment sink.

Bar Service

As a one- time caterer, you are not allowed to provide bar service for your client without prior approval. If your client requires bar service, this must be contracted through an approved Memorial House bartending service.

Workers Compensation, Licensing, Insurance, Taxes

You are an independent contractor and you assume all responsibility for workers compensation, insurance, licensing, and any applicable taxes related to your business or your event at Memorial House. You are responsible for all staff and equipment you bring to or use at Memorial House. Memorial House shall not be liable for any injuries, damage, loss of goods, or theft that occurs during the event.

Termination

Memorial House and Vendor may terminate this agreement without notice at any time and for any reason. Terminations must be made in writing.

Vendor Signature/Date

Renter's Signature/Date

UHF Representative/Date