



Outside Caterer Agreement

Overview:

The Point Events Center is happy to allow our clients the flexibility of using outside caterers, however a few rules need to be in place to assure a successful and safe event. The venue is not open to just stop by, all visits by outside catering companies are by appointment only.

Parties Involved:

Event Date: _____ Arrival Time: _____

Client's Name: _____

Catering Company: _____

Contact Name: _____

Catering Address: _____

Contact Phone: _____

Venue: Point Events, LLC dba The Point Events Center
2101 Dearborn St, Augusta KS 67010
(316) 494-7220

Outside Caterer Requirements

Insurance:

You must provide a certificate of general liability insurance naming Point Events, LLC as an additional insured. This must be submitted at least one week prior to the event date.

Deposit:

A \$300.00 cash deposit is required prior to unloading and will be returned that day after all the items in this agreement has been fulfilled. The prep areas must be clean, all tables must be bussed of food related trash prior to leaving the venue. All food related trash must be removed from the venue, a dumpster is available for your use. See venue staff for location.

Food Service:

We do not allow “drop-off” or “pick-up” catering of food. Catering staff must stay at the venue while food is being served and maintain the food line.

Food Prep Area and Equipment:

Food must be brought to the venue fully cooked. A prep area will be provided based on which space is being utilized for the event. Please bring extension cords, if you have equipment that needs to be plugged in.

Dropoff and Parking:

Please get with venue staff on the easiest loading and unloading areas. Once unloaded, your vehicle must be parked into marked parking spaces away from the building entrance.

Items Provided by the Venue:

- Up to four 8-foot rectangular tables, with black tablecloths, for buffet set up or stations will be provided. Please let us know prior to the event date how many tables you will need.
- One or two rectangular tables in prep area
- Large trash cans with liners.
- One commercial kitchen warmer will be available to keep food hot.
- One household-sized refrigerator will be available to keep food cold, if room is available.
- Very limited amounts of ice will be available.

What Can't be used by Caterers:

- The venue's commercial refrigerators, freezers and ovens are NOT allowed to be used.
- Ice is limited to a small amount.
- Any of the venue's equipment of any kind, except items specified in Items Provided section.

Requirements of the Caterers to Supply:

- Please provide the event manager with the name and phone number of the person who will be the point of contact on site during the event.
- Caterers must pay a \$300 cash deposit on the day of the event.
- Drop-off or Pick-up catering is not allowed.
- Caterer MUST provide a means of keeping all foods at required serving temperatures.
- The use of large amounts of ice will be prohibited as ice is used by the venue bar services.
- Caterer is responsible to supply ALL equipment needed.
- Caterer is responsible for busing tables and trash removal.
- Caterer is responsible for cleaning the kitchen or prep area and remove all trash.
- Caterer is responsible for sweeping the catering prep areas including the serving line.
- Tables used for serving and in prep area must be wiped clean
- Please wipe down the walls if any food is spilled on them.
- The use of tape on the walls, door, window and floors is strictly prohibited.

- We do not allow any food to be left overnight. Anything left behind will be thrown away during clean up.
- Please check in with the venue manager prior to leaving for the night and to receive your deposit back.

Liability:

The Parties agree that the Venue is not responsible for any injuries, the loss of or damage to any equipment, supplies, or property, which the catering company would bring into the Venue. Additionally, the Venue is not responsible for injuries or illness suffered by the Client or the Clients guests by actions of the outside catering company.

Contract Changes and Addendum:

The Parties agree that the amendment or variation of the terms of this Outside Catering Agreement are not valid unless made in writing and signed by both parties.

Signatures:

This agreement was made and entered into in the City of Augusta, Butler County, Kansas, and shall be subject to and governed by the laws of the State of Kansas.

I have read the above Outside Catering Agreement, and I understand that it is my responsibility to share these with my employees and any vendors with whom I contract to provide goods and services at The Point Events Center. I agree to these terms and conditions as set forth therein.

Catering Company

Name of Caterer:

Date: _____

The Point Events Center

Date: _____

Venue Contacts:
Kelsey Unrein 316-494-7207 or 316-706-5594 Kelsey@PointKS.com
Kevin Unrein 316-494-7210 or 316-393-3282 Kevin@PointKS.com