

- 1) The Client is fully responsible for the Captain Avery Museum event. The caterer/event personnel will be acting as an authorized agent of the Client.
- 2) The Client is fully responsible for providing linens, dishes, flatware, etc.
- 3) Caterers must provide a copy of their Certificate of Insurance to the museum's Volunteer contact.
- 4) Caterers must provide a copy of their Health Department License to the Museum's Volunteer contact.
- 5) Pre-event deliveries must be coordinated with the Museum's Volunteer contact.
- 6) Caterer service parking is limited to spaces directly in front of the kitchen ramp. There are four allotted spaces. Event personnel will not park in the large guest lot.
- 7) Set up and breakdown are the Caterer's responsibility.
- 8) All food preparation service must be in compliance with Anne Arundel Public Health Codes.
- 9) If spills occur during the Event, the Caterer will clean with haste and professionalism. Kitchen use is for staging and warming only in compliance with Anne Arundel County codes. Outdoor staging/cooking is possible.
- 10) Post-event clean up includes:
 - a. Removal from the premises of all equipment, food and refuse and recycling.
 - b. Professionally cleaning of the kitchen, bathrooms and event area/s to their pre-event condition.
 - c. Emptying and rebagging of recycling and refuse containers.
 - d. Examination of event site with Rental Representative prior to departure.
 - e. Removal of event refuse and recycling and responsibly deposit offsite.

Initial: _____

1/6/17