



## Caterers' Agreement

All caterers\* must meet with a Sotterley staff representative for a preliminary visit of the site at least two weeks prior to contracted event. Site layout, procedures and rules will be explained at this meeting, and planning for the event will occur. Set-up and delivery must take place during normal business hours (Mon-Fri 9am-5pm, Sat 10am-4pm, Sun 12noon-4pm) and/or hours specified by Sotterley Plantation. All vendor set up and clean up must occur within the hours for which the site has been contracted by the rental client.

\* Once a caterer has been on site for an event, then telephone calls can suffice for planning purposes in the future if the same Sotterley site area is used as before.

### Caterer Responsibilities:

- Caterer must read the Sotterley Grounds Use Policies and Procedures, and agree to follow all guidelines noted therein.
- Caterer is required to provide Historic Sotterley, Inc. with a copy of St. Mary's County Health Department certificate, current business license and Certificate of Insurance (*minimum of \$1 million covering Workman's Compensation, Bodily Injury, Property Damage, and Food and Products Liability*) two weeks prior to the day of the event.
- Caterer must identify any utility needs two weeks prior to the day of the event.
- Caterer must provide all equipment necessary for food & beverage preparation and service.
- If caterer or client is providing tables, chairs, tents, linens, china, etc., all set up, service, and clean-up are the responsibility of the caterer or client.
- Caterer or client must bag and remove all trash. No trash may be left on rental site. It is the responsibility of the caterer or client to transport bagged and sealed trash from site rental area to dumpster.

Failure related to catering activities that alters the original condition of the site will result in forfeiture of the \$250.00 Security Deposit by the rental party.

All event details should be organized and resolved no later than one week prior to the date the event is scheduled.

As the Caterer or Caterer's Representative, I have read the above agreement and the Sotterley Grounds Use Policies and Procedures and agree to abide by the requirements therein.

Client's Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Caterer's Company Name: \_\_\_\_\_

Caterer's Point of Contact for Event: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

(Caterer's Signature)