

HISTORIC WAVERLY MANSION FULL-SERVICE CATERING APPLICATION

Name of Catering Company: _____ Contact Name: _____

Business Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Company is a Full-Service Caterer: ☐ Yes ☐ No

Phone: _____ Company has a Statewide Catering License: ☐ Yes ☐ No

Requirements of the Caterer

- Must be full-service and employ their own staff and may not hire out or contract servers, bartenders, etc. A minimum of 15 catering staff, plus one event manager is required to be on-site for the entirety of the event (1:10 guest to staff ratio).
- Must provide proof of required insurance on one certificate and a Statewide Caterer's License (see Catering Packet for details).
- All food and alcohol must be served by one full-service licensed caterer, no exceptions.
- No self-serve alcohol.
- Family-catered events are not permitted.
- Restaurants that supply bulk food are not full-service Caterers and therefore, are not approved.
- The Caterer is responsible for all setup and cleanup of the cocktail hour and reception, as well as execution of the rain plan.
- It is the responsibility of the permit holder to ensure the Caterer is familiar with the site, plus the rules and regulations before the event.

Catering Approval and Required Documents

- All Caterers must be approved to work at Waverly before the client's 6-month payment due date. No exceptions.
- The Caterer is not approved until stated in writing by Waverly Management.
- It is the Caterer's responsibility to compare their Certificate of Insurance to Waverly's sample Certificate of Insurance and make necessary adjustments through their insurance agent. Do not submit a Certificate of Insurance if it does not match all coverages and limits as they are printed exactly on the sample.
- The permit holder is responsible for collecting and reviewing documents for accuracy, and submitting the following documents to Waverly Management prior to signing/contracting with the Caterer:
 - Waverly's Catering Application.
 - A copy of the correct certificate of insurance, including County indemnification, general liability, umbrella liability, liquor liability, auto liability, and worker's compensation.
 - A copy of the Caterer's Full-Service Statewide Catering License. Trader's Licenses are not accepted. Food Facility Permits are not accepted.

Acknowledgment of Responsibility

By signing this document, the signer consents that the catering company listed on this document is a full-service licensed caterer; employs their own staff; will submit a certificate of insurance that meets all limits, coverages and language outlined on the sample Certificate of Insurance and will submit a current and valid Statewide Catering license. The Caterer understands that submission of any documents that do not meet the exact requirements will be denied. There are no exceptions.

The catering company acknowledges that it is their responsibility to obtain and understand all of Waverly's Rules and Regulations before, during and after the event. The Catering company will comply with all rules and regulations. Failure to adhere to Rules and Regulations and the contracted rental time will result in the automatic forfeiture of the permit holder's security deposit.

Signature of Authorized Representative

Print Name

Date