



ALL SOULS INTERFAITH GATHERING, INC.

Event Catering Agreement

1. Caterers will be requested to provide ASIG with a copy of their current commercial caterer's license along with a signed copy of this agreement.
2. Rental of tents for an event should be arranged through Vermont Tent Company. In order to facilitate scheduling of deliveries, please coordinate delivery times and set-up of tables, chairs or any other equipment with ASIG.
3. Speed limit on the property is 15MPH and there is no passing.
4. Catering personnel are asked to park their cars in the parking lot furthest from the building, behind the Earth Space that says "Additional Parking".
5. A supervisor from the catering firm must be present throughout the entire function including set-up and breakdown, unless it is agreed upon 'drop off' catering.
6. ASIG property may not be moved or removed without approval.
7. Ovens and grills are to be used in a cook tent outside the building only. Please do not use any equipment fueled by propane or other flammable fuel inside the building.
8. ASIG has tables and chairs for up to 100 guests that are for inside use only. Caterers are responsible for set-up and breakdown.
9. In order for ASIG to prepare the facility for another group, CATERERS ARE RESPONSIBLE FOR ALL CLEAN UP including sweeping. Rental tables/chairs should be broken down and stored in the cook tent or near South exit door next to stair tower in Gathering Hall unless other arrangements are made with ASIG. Caterers must remove everything they bring onto the premises immediately after the conclusion of the event.
10. Caterers are to remove trash into provided outside bins.
11. Candles should be enclosed in glass votive holders or glass hurricane lamps. Wax clean up will be assessed at \$20/hr.
12. Smoking is not permitted inside or outside the building.
13. Caterers are encouraged to discuss the schedule of beverage as well as food service for each rental with ASIG staff.
14. Floral arrangements and decorations must be removed after the event. ASIG is not responsible for loss or damage to user's items.
15. All Emergency Exit Doors must be clear.

Signed by: _____ Date: _____

Caterer: _____ Phone: _____ Email: _____

*Please mail a signed copy of these guidelines along with a copy of your commercial caterer's license to:
All Souls Interfaith Gathering's Office at the address below.*