Catering Policy & Agreement

1875 Peach Ave. Madrid, Iowa
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CATERING POLICY & LETTER OF AGREEMENT

Our goal is to provide you and your guests the best experience

CATERING GUIDELINES

1. At least 30 days prior to the event, the caterer must provide the Iowa Arboretum with: A copy of the license to Operate a Food Service Establishment, and a certificate of insurance evidencing commercial general liability in the amount of or greater than $1 million dollars. Iowa Arboretum must be listed under “additionally insured.” If alcohol is being served at the event by the caterer, insurance must specifically include liquor liability. Please ask your insurance agent to fax us a declaration page of your coverage. If you do carry liquor liability, please make sure this page specifically states the amount of liquor liability coverage. If liquor liability is an exclusion on the caterer’s insurance policy, either the client or the caterer must provide host liquor liability for the event. If the client/caterer self-insures the event, “Iowa Arboretum” must be named as additional insured on the insurance policy.

2. The caterer themselves may provide their own linens, china, glasses, etc., as long as the items are brought in by the caterer themselves or during the rental timeframe, and all such items must leave the facility at the end of the event with the caterer.

3. Rentals includes the use of the coffee maker, oven/stove, microwave, catering refrigerator and trash cans/liners. The kitchen must be cleaned after use and left in the order it was found (clean coffee maker, oven/stove, microwave and catering refrigerator). You are not permitted to use other Iowa Arboretum kitchen items: utensils, serving items, plates, roasters, etc. Arboretum staff will be responsible for garbage services.

4. The caterer is responsible for all personnel, materials, and supplies required for the preparation and service. Caterer will be responsible for providing their own ice for an event.

5. The caterer is responsible for providing service staff. All state and local laws must be adhered to, and guests must be at least 21, and have a valid ID in order to drink alcohol. The bar/catering staff must take precautions not to over serve, and alcohol service to visibly intoxicated guests is not permitted. Interested parties can request to serve beer and wine in any room rental held at the Iowa Arboretum. Beer and wine can be served in the Hughes Education Center (not in the gift shop), Cafferty Building and on the grounds. Kegs must be located on tile floor in a water/leak proof container during the room rental (See Rule #6). **No glass bottles or hard liquor are allowed.** It is the caterer's responsibility to enforce these rules.

6. A waterproof mat must be used under any and all bar areas, or areas where leakage may occur. Only leak-proof containers or coolers may be used, and all containers holding liquid or ice must be placed on a waterproof mat.

7. All deliveries and pick-ups must occur during the client’s rented time. Any special delivery occurring at any other time must be pre-approved by Iowa Arboretum, must not interfere with any other event taking place at Iowa Arboretum, and must occur during normal hours of operation. Iowa Arboretum is not responsible for the timeliness or accuracy of deliveries made by the client, and/or their vendors. A fee may be charged for special deliveries.
8. Clean-up after the event shall include: Floors must be swept of any large debris and all kitchen surfaces must be wiped down, and left as clean as they were found prior to the start of the event. All food and beverages must be removed from the refrigerator and oven. Clean-up must take place during the time that has been rented by the client. Caterers must check out with an Iowa Arboretum representative at the end of the event to ensure all procedures have been followed.

9. All cardboard must be broken down, and cans should be placed in the recycle containers.

10. Absolutely no garbage or grease is allowed in the sinks or toilets. The strainer basket must be used in the sink to prevent debris from washing down the sink drain.

11. Smoking is not permitted anywhere within the building or on the property.

12. All items brought into Iowa Arboretum for an event must leave the facility at the conclusion of the event. Items may not be left overnight, or for pick-up at a later date, as Iowa Arboretum does not have storage space for such items, and caterer should not suggest such an arrangement to their clients or other vendors.

13. Caterer/Vendors are required to check out with Iowa Arboretum staff at the conclusion of the event. Iowa Arboretum staff must confirm that all policy and procedures have been followed, and that the facility has been left in a satisfactory condition.

14. Iowa Arboretum retains no responsibility or liability for items brought onto the property, or for any items not removed at the conclusion of the event. Rental companies must remove items in a timely manner, and at a time occurring during regularly scheduled business hours. Items not removed within 24 hours will be disposed of.

Caterer hereby does acknowledge receipt of the above rules and regulations, and further acknowledges that any and all contracts for services relating to the event are subordinate to this agreement.

Catering Company Name:_________________________________________________________
Signature:_________________________ Date:_________________________