

# CATERER'S APPLICATION

Emerson Ballroom  
543 Plum St.  
Macon, GA 31201  
emersonballroom@gmail.com  
Phone: 478-957-4920

We appreciate the opportunity to work with you during the event at The Emerson Ballroom. The caterer is responsible for communicating the policies to each member of his/her staff. To ensure the events held at The Emerson Ballroom run efficiently as possible, the caterer must complete this Caterer's Application and provide a signature that you have read and agree to comply with the policies of The Emerson Ballroom.

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BUSINESS LICENSE NUMBER: \_\_\_\_\_

INSURANCE COMPANY (A minimum of \$1,000,000 liability insurance is required):

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

INSURANCE POLICY NUMBER: \_\_\_\_\_

**Copy of all applicable licenses, including business license or permit, insurance certificates and a copy of the latest health department inspection to be submitted no later than two weeks prior to event date to the venue.**

On Site Contact: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

Other Catering Employees Onsite Day of Event:

## **POLICIES AND FEES:**

### **Condition of Kitchen:**

Caterers must leave the areas in which they work in the same condition in which they found them. This involves removing all trash and food debris from the premises (no dumpster or trash dump on site). Caterers must take all catering equipment with them at the end of the event. Emerson Ballroom is not responsible for any items left before or after the event. Caterer shall be responsible for any damages caused to the kitchen above normal wear and tear, and shall be required to arrange for any such damage. In the event the Caterer does not satisfactorily arrange for such repair, Emerson Ballroom (the "Lessor") shall be entitled to arrange for any necessary repairs at the Caterer's expense. Caterer shall reimburse Lessor for any such repairs within 30 days of receipt of Lessor's written request for reimbursement, which request shall be accompanied by written verification of the amount of the expenses incurred.

### **Use of Tables and Chairs:**

The Emerson Ballroom provides tables and chairs for their Renter's and has set them up as desired. However, DO NOT DRAG OR ROLL TABLES on The Emerson Ballroom Floor. This has proven to cause damage to the floor.

### **Indemnification:**

Renter hereby indemnifies and hold harmless, Lessor, it's employees, officers, directors and agents from any damages, actions, suits, claims, or other costs (including reasonable attorney's fees) arising out of or in connection to any damages to any property or any injury caused to any person (including death) relating to the Caterer's services at the Emerson Ballroom, including any acts or omission on the part of the Caterer, it's employees, officers, directors, independent contractors, or other agents.

### **Fees:**

If the Caterer fails to remove all food and/or kitchen related trash, to include bussing of tables during and post event, this may result in the forfeiture of the client's security deposit. Instructions for trash removal are posted in the kitchen.

### **Kitchen Rules:**

DO NOT shake food off linens, Tables must be properly bused  
NO Raw Cooking in the Kitchen!!!!  
Do Not Use Grill or Stove top!  
Floors MUST be swept and moped  
All dishes and trash removed  
Sinks and drains left clean  
All surfaces wiped down  
Return cleaning items to where they belong and clean (do not leave water in mop bucket)

The Caterer agrees to abide by these guidelines and hold harmless The Emerson Ballroom from any and all claims arising out of the use of its facilities.

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Signature

Date