



Catering Request for Approval

Caterer: _____

Approved: _____ __/__/__

Couple's Names: _____

Denied: _____ __/__/__

Initial here:

1. ____ I will provide:
 - a. Certificate of Insurance with minimum \$2,000,000 general liability coverage with the venue listed as the certificate holder within 30 days of the catering event.
 - b. current health inspection report.
 - c. Serv-Safe or similar food safety certification.
2. ____ If providing bartending services, I will provide the venue a copy of safe serving certification and certificate of insurance policy including comprehensive and alcohol liability with minimum of \$2MM coverage, with venue listed as additional insured and waiver of subrogation.
3. ____ I will quietly bus the tables at an appropriate time during the reception (not during toasts!)
4. ____ I will remove all food related trash from the venue in non-leaking containers/food waste bags.
5. ____ I will not pour any liquid or food onto the venue grounds.
6. ____ I will not pour liquids down the drain that turn solid (grease, melted chocolate, cheese, etc.) or use the kitchen disposal.
7. ____ I will bring all necessary equipment and supplies needed for this event. I will not use venue supplies (including disposables) without prior approval.
8. ____ I will clean up areas used as described in the Catering Checklist.
9. ____ I will unload the catering van at the lodge side door and then move the catering vehicle to a parking spot. I will not drive or park on the grass.
10. ____ I will check out with a venue representative before leaving after the event, as described in the Catering Checklist.