



Saint Cecilia Church and School

434-440 Norton Road, Columbus OH 43228 | Church 614.878.5353 | School 614.878.3555

CATERER'S AGREEMENT

St. Cecilia Church and _____, have entered into an agreement to cater the _____, scheduled in the St. Cecilia Parish Center on _____(Date). All conditions and terms are set forth herein and no amendments are to be made without both parties written authorization. All caterers shall be required to provide St. Cecilia Church with a minimum of the following:

1. Within 30 days of the scheduled event, a copy of a general liability policy that protects the caterer and St. Cecilia Church in the event of accident, fire or property damage must be sent to the Parish Office. In the event that a casualty caused by the caterer, its employees, agents, or representatives, is not covered by applicable insurance, the caterer agrees herein to indemnify and hold St. Cecilia Church harmless from any liability in the event of such casualty or any actions or omissions of the caterer which create any losses or liability for St. Cecilia's Parish.
2. **A security deposit of \$100.00 is required**, which will be refunded within five business days following the date of the event, provided that there is no physical damage to the Parish Center Kitchen or no loss of the kitchen equipment that may be used by the caterer. Use of the fryers in the Parish Kitchen is prohibited. **The security deposit shall be presented together with the signed caterer's agreement and the general liability policy.**
3. Said caterer shall be responsible for all representatives of their organization, and supervisory personnel using the Parish Center Kitchen. It is the caterer's sole responsibility that all personnel carry out their duties in a professional manner. In the event that the caterer does not enforce this rule in the discretion of St. Cecilia's Parish, said caterer will not be permitted to cater future functions at the St. Cecilia Church Facilities.
4. If damage to kitchen, kitchen equipment, or loss of kitchen equipment results from a violation of this provision, it could result in damage and/or losses that exceed the deposit. In the event that this occurs, the caterer using the kitchen facilities agrees that it will be liable for any such damages and/or losses.
5. **ST. CECILIA PARISH CENTER IS A NON-SMOKING FACILITY.**



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St. Cecilia Church will provide a coordinator that will be on-call throughout the scheduled event to assist in maintaining a professional facility and provide any support necessary for the event. Set up requirements, tear down, and maintenance following the event will be the responsibility of St. Cecilia Church and its staff members. **Clean up of the kitchen is the responsibility of the caterer.**

Accepted and Agreed

St. Cecilia Church

Company Name

Authorized Party (print)

Authorized Party (print)

Signature

Signature

Date

Date

Company Street Address

City

State

Zip

Phone Number