

Reservation #: \_\_\_\_\_

Date: \_\_\_\_\_

## VENDOR/CATERER REQUEST FORM

In order for your vendor/caterer request to be processed, the following information is needed.

Reservation Date(s): \_\_\_\_\_ Park: \_\_\_\_\_

1. Name of vendor/caterer: \_\_\_\_\_

Serving/cooking time: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Website: \_\_\_\_\_

2. General liability insurance coverage in the amount of **ONE MILLION DOLLARS**.

3. Endorsement, from the vendor/caterer, naming the City as an additional insured (see sample).

4. How will vendor/caterer be transporting the food and equipment from the parking lot to the Picnic Area/Shelter? \_\_\_\_\_

5. Vendor is using: Hand cart? \_\_\_\_\_ Motorized car/truck will be parked in parking lot? \_\_\_\_\_

6. What kind of grill will be used? \_\_\_\_\_ Will Propane be used? \_\_\_\_\_

Vendor/caterer must be paid in advance (**NO** exchange of money is allowed during the event).

Vendor /caterer will only be allowed to serve your guests, absolutely **NO** solicitation to the public.

### **REMINDER:**

On this due date \_\_\_\_\_, you are responsible to complete the following, otherwise your request will be denied.

1. A \$100 refundable deposit will be required.
2. Submit completed 'Conditions of Use-Caterers for Park Reservations' form.
3. General liability insurance **and** Endorsement from vendor/caterer.

### **NOTE:**

1. Carts or grills must be placed on rubber matting/card board (to control any drippings).
2. **DO NOT** leave trash in park receptacles. All trash must be removed from the park site.