



## Catering Application

Applicant Information						
Company Name:				Date:		
Address:						
	<i>Street Address</i>					
	<i>City</i>			<i>State</i>	<i>ZIP Code</i>	
Contact Name:			Office Phone:			
Cell Phone:		Business Fax		Email Address:		
Years of Catering Experience :						
References						
<i>Please list three professional references.</i>						
Full Name:			Relationship:			
Company:				Phone:	(    )	
Address:						
Full Name:			Relationship:			
Company:				Phone:	(    )	
Address:						
Full Name:			Relationship:			
Company:				Phone:	(    )	
Address:						
Catering Requirements						
<ol style="list-style-type: none"> <li>1. <b><i>Caterer will arrange for on-site interview, as necessary, with the Director of Special Events, the Arts Center Manager and the Director of Public Relations/Marketing.</i></b></li> <li>2. <b><i>Caterer must have at least one year of experience and provide the names of three references.</i></b></li> <li>3. <b><i>Caterers must provide staff dressed in appropriate uniforms.</i></b></li> <li>4. <b><i>Caterer will supply table linens, dinnerware, eating utensils, glasses, coolers, etc. as required. All events will be "turn-key."</i></b></li> <li>5. <b><i>All tables will be covered and all serving tables will be covered and skirted on all sides.</i></b></li> <li>6. <b><i>Food will be delivered to the Center in storage and/or serving containers. No food preparation on the premises is permitted.</i></b></li> <li>7. <b><i>A Catering Representative must be present at all times when product is being consumed by the public.</i></b></li> <li>8. <b><i>General clean-up of the serving area is necessary both during and after food service by caterer. It is expected that caterers leave the area in the same general condition in which it was found.</i></b></li> <li>9. <b><i>Caterers must submit an application.</i></b></li> <li>10. <b><i>Caterer must provide a W-9 and proof of liability insurance. East Arkansas Community College should be named in a rider as additionally insured.</i></b></li> </ol> <p><b>**Failure to comply with the above requirements or other conditions imposed by the College may result in termination of approval. The College also reserves the right to determine the caterer's ability to accommodate large groups of 50 or more.</b></p>						
Signature:				Date:		

