

CATERER'S APPLICATION

Complete and either mail or fax to:

Armory Services

484 First Street, Macon, Georgia 31201

Phone: 478-254-6011

Fax: 478-254-6069

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

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

OCCUPATIONAL LICENSE #: _____

CATERING PERMIT # (Health Department): _____

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

Name: _____ Phone: _____

Insurance Policy #: _____

(Please include a copy of all applicable licenses, including business permit, insurance certificate and a copy of latest health department inspection along with completed application.)

REFERENCES:

Personal:

Name: _____ Phone: _____
Name: _____ Phone: _____

Corporate:

Name: _____ Phone: _____
Name: _____ Phone: _____

POLICIES AND FEES:

Prior to Event

Please contact Armory Ballroom to arrange time for set up. Contact numbers are provided above.

Condition of Kitchen

Caterers must leave the areas in which they work in the same condition in which they found them. This includes removing all trash and food debris. Caterers must take all catering equipment with them at the end of the event. Armory Ballroom will not be responsible for items left before or after the event. Caterer shall be responsible for any damage caused to the kitchen beyond ordinary wear and tear, and shall be required to arrange for the repair of any such damage. In the event that Caterer does not satisfactorily arrange for such repair, Armory Services (the "Lessor") shall be entitled to arrange for any necessary repairs at 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 Armory Ballroom provides tables and chairs for their renters and will be happy to help the caterer or renter set them up as desired. However, **PLEASE DO NOT DRAG OR ROLL TABLES** on the Armory ballroom floor. This has proven to cause damage to the floor.

Indemnification

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

Fees

Upon execution of this agreement, Caterer must pay a fee of **\$50/event or \$200/year** in order to perform their services at the Armory Ballroom. In exchange, the Armory will provide trash bags, cans, carts, appliances, electricity, cleaning supplies, upkeep of kitchen, will be listed on our website and referred to renters. The \$50 per event Registration Fee is to be paid every time the caterer uses the kitchen and will be applied toward the upkeep and maintenance of the Armory Ballroom kitchen.

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

Signature _____ **Date** _____