Shawnee Town Hall Caterer Information Sheet

Name of Caterer ____________________________________________________________

Address of Caterer _________________________________________________________

City ___________________________ State ____________ Zip _______________________

Phone Number of Caterer _______________________________________________________

Caterer Arrival Time _________________ Estimated Departure Time ________________

Name of Client _____________________________________________________________

Pertinent Town Hall Policies:
1. The caterer cannot enter the Town Hall until the time designated on the client’s agreement. The client will be charged $75 for every 15 minutes the caterer is in the building before or after the time allotted in the agreement.
2. Absolutely no confetti of any kind is allowed inside the Town Hall.
3. No open flames are allowed. Candles must be enclosed in a votive or hurricane glass.
4. If the kitchen is used for food preparation it must be cleaned, before the client signs their Rental Exit Form. Trash cans and liners will be provided, however cleaning supplies are not.
5. The client is the contact person for the event, not Shawnee Parks and Recreation.

Shawnee Parks and Recreation is not responsible for any policy violations by the caterer or client. I understand the above policies and I am aware that if any of these policies are violated the client will be charged accordingly.

______________________________  __________________________
Signature of Client Date Signature of Caterer Date

______________________________
Client Printed name

______________________________
Date of Reservation

I will not be using a caterer for this event ________