



# Outside Catering Guidelines

The Owensboro Convention Center is the exclusive provider of all food and beverage functions within the facility. These guidelines have been prepared for special situations where we will permit the use of outside caterers for local banquet events as an alternative to the in-house food and beverage service. Each event will be treated as separate occasions and require approval from General Manager.

The per person food only buy-out will be charged at **\$20 per person per meal** to the client. Additional meals (such as a reception hour) may be offered at a lower rate. These fees include:

- all service items (including but not limited to, plates, linens, ice, utensils, hot boxes, etc.) related to the catered event.
- the reasonable use of center tables and chairs only which will be set up by center staff based on event orders
- removal of all trash created by the catered event
- labor to service the event including servers, kitchen staff, dishwashers, etc.
- non-alcoholic beverage station including tea, water and coffee

All events must be scheduled by the OCC sales staff and the client at which time facility use fees will be determined. Clients will be required to sign facility use contracts and will need to make the OCC sales staff aware of the use of a third party caterer prior to agreeing to any facility pricing.

Any food buy-out will be served buffet style. Buffet food that has been placed on buffets will not be allowed to be removed from OCC, however, if any food is still sealed from delivery, client may remove this food from the building. Service staff standards for buffet meals are 1 server for 40 guests. Any additional staff requested will be billed to the client at \$100 per server for a 4 hour minimum period.

## **DELIVERY OF FOOD:**

Arrangements for service and/or entry into the facility must be coordinated with the Facility Manager.

Each catering company will be required to prepare and deliver to the convention center all food ordered by client where it will be serviced by convention center staff. Outside caterers will be able to deliver to the facility delivery area all prepared food immediately into our hot boxes. Owensboro Convention Center will inspect quality, temperature and overall handling of outside food to ensure safe food handling guidelines have been met. If at any time, there is a quality or safety concern, OCC reserves the right to inform outside caterer to correct the concern, and or not use such food items to ensure public safety.

We are assuming the food will be delivered in disposables, but should equipment need to be returned to the caterer, this equipment and materials must be picked up at the conclusion of the event. The OCC will not be responsible for any property or equipment left after that time.

**REQUIREMENTS:**

The following are requirements to cater meal functions at the Owensboro Convention Center (OCC). All required documentation must be on file in the OCC offices before any catered meal functions.

- A. Completion and approval of the Application for Catering.
- B. A copy of caterer's business & caterers license, including all Health Department documentation.
- C. Certificate of certified kitchen
- D. Kentucky Tax Identification number
- E. 3 letters of reference
- F. An insurance policy or certificate with the following coverage.
  1. \$1,000,000.00 combined – single limit per occurrence.
  2. The City of Owensboro and Global Spectrum L.P. must be named as certificate holders and named as additional insured.

**MEETINGS:**

Facility Manager must be asked to attend any pre-event planning meetings in order to assure for a smooth meeting between the client and the caterer. All event orders and subsequent drafts must be submitted to facility management in a timely manner. Facility Manager reserves the right to request a private meeting with the event planners for post event evaluation.

**ADDITIONAL EQUIPMENT:**

The use/need of ALL equipment, stages, dance floors, audio visual, etc., must be ordered through the OCC by the client at an additional charge.

**USE OF FACILITIES:**

Outside local caterers will not have access to OCC equipment. Outside caterers may use kitchen facilities for an additional cost of \$500 depending on prior written approval from General Manager, and based on other events that we have going on during the same time frame.

**SERVING TIME:**

Maximum serving time will be 4 hours. Earliest contract start time for move-in is 6:00am and the latest contracted end time is 11:59pm.

**OCC EXCLUSIVITY:**

Concession sales are not permitted at any time.

ALL alcohol served must be handled through the OCC's license. Any set up, staffing or security fees will be billed directly from OCC to Group.

All refreshment breaks must be catered by OCC.

**FOOD TRUCKS:**

If a food truck is requested to be at your event, or you would like to have an event catered by a food truck, these are the following guidelines:

- In order for a food truck to operate at the Owensboro Convention Center, a formal request is to be made 30 days in advance for approval. If request is approved, a \$500 fee is to be paid to the center along with copies of relevant licenses, insurance and Health Department permit. Full payment is due on OCC approval and before the requested date.

- The Food truck must comply with all local and state laws regarding licensing, insurance, and must have a valid Health Department permit displayed including a valid city mobile food vending permit.
- The Food truck must never be on any of the Convention Center sidewalks and service time is limited to five (5) hours and must remain 100 feet from the building. The determined location will be in the pull off in front of the building on the East end closest to the Hampton Inn.
- Unit must be self-contained. If electric, water, garbage disposal or other items are needed, they can be provided at an additional cost.

**ADVERTISING:**

At the mutual discretion of the event planner and OCC, caterers may place advertising on tables during the meal function limited to business cards, or note cards in either a 3 1/2" X 5" or 5" X 7" size. Anything larger will not be permitted.

Caterers who develop advertisements promoting themselves as qualified caterers for the OCC shall forward any written or electronic documents to the OCC management staff for approval prior to distribution. Caterer can only advertise what they can accommodate according to the certification of OCC management.

***At the discretion of the Owensboro Convention Center, these policies may be updated and or changed as necessary to deal with any changes, problems or needs that may have to be addressed.***

# Owensboro Convention Center Application for Catering

Applicant Owner Name: \_\_\_\_\_

Applicant Business Name (if different): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant Federal Tax ID#: \_\_\_\_\_

Applicant Kentucky CRS#: \_\_\_\_\_

Applicant Business/Caterer License: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Authorized Representative of the Owensboro Convention Center:

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

Name /Title