



# 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 written approval from the General Manager.

The per person food (only) buy-out will be charged at **\$20++ per person per meal function** to the client. Additional meal functions (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 stations including ice tea, water and coffee
- tablecloths

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, per Health Department Guidelines. 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. If a client desires the staff to actually serve food from the buffet to each guest, the \$100 per server for a 4 hour minimum will apply for each item they wish to have served from the buffet line.

## **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 prepared 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 and place 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 current and valid 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

#### **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:**

There is no use of the Convention Center kitchen by the caterer at any point for prep or production of food.

#### **SERVING TIME:**

Maximum staff servicing of the event will be 4 hours. Food and Beverage items have a serve time limit of 2 hours per Health Code Time and Temperature Guidelines. 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 written request is to be made at time of contract for approval. If request is approved, a \$500 fee is to be paid to the center along with copies of relevant licenses, insurance certificate, 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 KY 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 four (4) hours.
- 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, issues, or needs that may have to be addressed.***

# Owensboro Convention Center Application for Catering

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

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

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