VETERANS MEMORIAL COMPLEX "FOOD FORM"

Veterans Memorial, Culver City, CA, phone: 310-253-6625, fax: 310-253-6629

TERMS AND CONDITIONS FOR FOOD ON VETERANS MEMORIAL COMPLEX PREMISES:

1. LESSEE or LESSEE's Caterer may not sell food or charge for meals on FACILITY premises.
2. There are no kitchen facilities available for LESSEE's use.
3. There is no cooking permitted on City Property or inside any of FACILITY, i.e. no b-b-q's, open flames, flamed woks, nan cookers, etc., without Management permission.
4. FACILITY trash cans are FACILITY property, and are intended for trash disposal only. LESSEE may not fill trash cans with canned or bottled beverages and ice, or use them for any purpose other than trash disposal.
5. LESSEE or LESSEE's Caterer must provide all utensils, dishes and serving ware. FACILITY does not have equipment to loan.
6. LESSEE or LESSEE's Caterer is responsible for bussing and cleaning of all tables and serving areas. All rooms rented are to be left "broom clean".
7. LESSEE OR LESSEE's Caterer is not permitted to wash out serving dishes, utensils or coffee pots in restroom sinks. Cleanup and plumber's fees will be deducted from LESSEE's damage deposit if this condition is violated.
8. LESSEE or LESSEE's Caterer may not store food, drinks, equipment, or other Catering-related materials at FACILITY prior to or after an event.
9. FACILITY cannot guarantee that ice will be available for each event.
10. The City is not responsible for food consumed by guests whether it is served at FACILITY or taken home from event.
11. LESSEE must sign a separate form and obtain Management permission to bring alcoholic beverages into FACILITY. No alcoholic beverages may be brought into or sold in FACILITY by a renter or guest of a renter without written permission from Management.
12. LESSEE must have a permit from the Fire Department to have burning candles.
13. All Caterers who will come on the FACILITY premises must provide the following. LESSEE is responsible for ensuring that caterer's documentation is turned in to the facility office a minimum of two weeks prior to event date, and that caterer's insurance certificate and Special Endorsement meet the City Attorney's guidelines.
    a) Caterer must provide proof of general liability insurance, including premises, operations, products/complete operations, broad form property damage, tainted food and blanket contractual liability and independent contractor and personal injury coverage with a policy limit of not less than $1,000,000 combined single limits, 'per' occurrence and aggregate. In addition, an Additional Insured Endorsement from Caterer's insurance carrier, on a State-approved form, naming the City, its agents, employees and elected and appointed officials as additional insured shall be submitted. Such endorsement shall state that the policy is primary and noncontributing with any other insurance available to the City. All insurance policies must be approved by the City Attorney prior to an event. (Allow 2 weeks for approval).
    b) A Culver City Business License. This permit must be obtained by the Caterer from City Hall. Call 310-253-5888 for information.
14. Caterers must follow the following rules:
    a) Each catering vehicle must park in a single parking space. Caterers do not have permission to park on sidewalks or grass areas. Vehicles may not block any entrance or fire lane.
    b) Caterers must vacate our building no later than 1:00am.
    c) Caterers must provide fire extinguishers with current tags for each station where sterno is being used.

NAME OF RENTER_____ **TODAY'S DATE**_____

NAME OF EVENT_____ **DATE OF EVENT**_____

ARE YOU HIRING A CATERER? _____ If yes, you must have your caterer supply our office with the necessary documentation as listed in item #13 above.

NAME OF CATERER_____ **CATERER'S PHONE**_____

WILL YOU HAVE ALCOHOLIC BEVERAGES OF ANY KIND AT YOUR EVENT? _____ If yes, you must sign a separate form.

I, _____, LESSEE, acknowledge that the above information is true, and I agree to abide by all of the above Terms and Conditions. I understand that if I, a catering company hired by me, or anyone attending my event violates any of the above Terms and Conditions, that my event may be cancelled and I may lose all or part of my security deposit, rental payment, and/or future rental privileges.