

LIBRIS PISTORVM



HENRY MILLER LIBRARY

the henry miller memorial
library & archives
founded by emil white
48603 Highway One
Big Sur CA 93920

phone: 831-667-2574
e-mail:
hmlib@henrymiller.org
website: henrymiller.org

Catering Agreement

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Catering Company Name: _____
Contact Person Name: _____
Phone Number: _____
Email: _____

Catering at The Henry Miller Memorial Library

(HMML). All caterers who will be providing service at HMML must agree to the following standard rules.

An Approved Catering Agreement is required in order to provide service at HMML. Please initial next to each policy and return prior to your first event. Please contact us directly with any questions or concerns regarding a rule.

Please provide the following for our records:

Copy of your general liability insurance with HMML listed as additional insured. ___

Copy of your liquor liability insurance with HMML listed as additional insured. The insurance is subject to our approval.

Copy of your health department license. ___

Caterer is responsible for all aspects of food service.

You must be able to provide mobile service as we do not provide kitchen facilities for events. ___

No dish washing will take place on site. ___

We strongly suggest TIPS trained wait staff for bartending. ___

You must provide linens, place settings, water & wine glasses, etc. or alert client that they are responsible for renting. ___

All clean-up from food service is your responsibility including removing all materials and trash. ___

Bartenders must follow all state guidelines including the following rules.

All alcohol must be served by bartender (no self-serve bars are to be set-up for mixed drinks or pre-mixed drinks.) ___

No open bottles or containers will be given to any guest at any time. (This includes pitchers of beer or bottles of wine.) ___

No underage drinking, no exceptions. ___ Alcohol will only be served to adults 21 and over who present a valid ID, no exceptions. ___

Client Contracts

Please send us a copy of all contracts you hold with a client for an event on our property. ___

Policies agreed to by all clients (for you to be aware of):

Serving Alcohol

Clients are aware that all alcohol can only be opened and served by your trained bartenders. All bartenders will abide by State Laws including; no open bottles or containers will be given to guests for their consumption, no guests will serve themselves, and all alcohol will be served to adults 21 and over who present a valid ID, no exceptions. ___

NOTE

HMML staff will notify a designated party if we observe the following problems: any guest drinking outside alcohol, any underage guest consuming alcohol, any guest who has become unruly or too intoxicated, or any guest not following set rules and laws. If problem is not corrected that guest may be asked to leave the property. Please make your bartenders aware of these rules. ___

Time of Event

A last call will be given at 10.00 PM. All alcohol service will cease at 10:15 PM, no exceptions. ___

Catering Agreement

All clients are aware that caterers must be approved and that they must meet all requirements listed above and that we must have a copy of the catering agreement between you and them on file. ___

Vendors

All clients are asked to have all vendors visit the site prior to event so you have the opportunity to inspect our facility to eliminate any potential problems ahead of time. ___

Clean-Up

All clean-up is your responsibility. All food leftover and trash shall be transported away from HMML upon the conclusion of the event. All rented chairs, tables, heaters, etc., should be placed to minimize obstruction and to make it easy for rental company pick-up. (HMML staff will assist). ___

Weather

Clients are informed that inclement weather is a possibility with an outdoor venue and that the rental of heaters may be a possibility and it is their responsibility to secure those ahead of time. We do NOT allow tents. ___

I am requesting to become an approved caterer of HMML and agree to all the above policies by signing my name below. (All approved caterers will be listed on our Vendor's List)

*Caterer Owner/Manager Signature _____

Date _____