Seneca Lodge Park Event Center
Catering Contract

PRE-EVENT SET-UP: The caterer may access the venue at the start of the client’s rental period (typically 2 hours prior to event time) to set up. The facility cannot be accessed any earlier unless there is written permission from the Venue Manager. Drop offs and pick-ups on days before or after the event are only permitted with the written permission from the Venue Manager.

DURING EVENT: The Park Staff completes one table and chair set up prior to the reservation. Any movement of tables and chairs during the event is the responsibility of the caterer. Catering staff is required to maintain the cleanliness of the facility throughout the event. This includes removing overflowing trash and replacing bags, cleaning up spills, etc.

ALCOHOL: Seneca Lodge allows all types of alcohol to be served by the drink (no shots) during all social reservations to anyone at least 21 years old. Contract holders may provide their own alcohol to be served however; alcoholic beverages must be served by the drink by a professional (certified & insured) bartender. All alcohol must arrive to the venue unopened.

POST EVENT CLEAN-UP: The caterer is responsible for clean-up of the facility. The event must end and clean-up must begin a minimum of one hour before the end of the rental period.

- The entire event space must be cleared of all trash and debris including removal of all decorations and items brought in by the vendors and contract holder. All floor surfaces should be swept free of all trash and event debris and spot mopped as needed (Lodge, Decks, Tent & Grounds). Seneca Lodge will provide trash cans, trash bags, brooms and dustpans as well as a mop if needed. Please see Park Staff if items need to be restocked.
- All surface areas of the kitchen should be wiped down. The fridge, freezer and warmer should be free of all leftovers and debris.
- Leftover ice and liquids must be disposed of carefully in approved areas:
  - Lodge – dispose of extra liquids in kitchen sink (no food or grease to be dumped in sinks)
  - Tent area – dispose in drainage areas a distance from the tent (no garden beds)
  - Dumping is strictly prohibited in the grass and all garden beds
  - Please check with Park Staff before disposing elsewhere on the property or if uncertain
  - Left over bags of ice should be removed from property or disposed of in dumpster
- All trash should be removed from the event spaces and disposed of offsite or in the dumpsters and recycling bins that are located onsite. Please DO NOT drag trash bags across the ground. Trash cans on wheels are available for use.
- Indoor chairs provided by Seneca Lodge should be stacked (no more than 6 high) at the end of the rental period unless otherwise informed by park staff working the event.
- All outside rentals arranged by the caterer or contract holder (linens, tables, chairs, glassware etc.) must be removed before the end of the rental period. Contract holders and vendors are strictly prohibited from leaving any items overnight.
- Catering staff should check in with Park Staff prior to departing to ensure all clean-up has been completed properly.

Signature below indicates that the catering company listed above has read and agrees to abide by the Seneca Lodge catering rules and regulations when providing onsite services:

Name of Catering Company: ______________________________________________

Company Representative’s Full Name: ___________________________ Date: ______________