



CATERING APPLICATION

NAME OF FIRM: _____

CONTACT PERSON(S): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL: _____

I, _____, do hereby request a permit to cater in or on the premises of the NEWNAN CENTRE. I certify that I have obtained a license to do business in the State of Georgia.

I, _____ agree to abide by all requirements prescribed by the NEWNAN CENTRE and the City of Newnan and further agree to make all payments prescribed, including catering fee.

I, _____ agree to use the CATERING QUOTATION FORM in submitting quotations for Newnan Centre functions, and will forward a copy of the quotation form to the Newnan Centre at least 48 hours prior to any function should I be the accepted caterer.

I have enclosed the following items with this application:

- _____ \$ 75.00 Annual Application Fee
- _____ Certificate of Insurance (**Naming the Newnan Convention Center Authority and the City of Newnan as additional insureds**)
- _____ Copy of Business License
- _____ Most Recent Health Department Inspection Rating
- _____ Signed Catering Agreement

I understand that if I am issued a permit, I must renew it annually.

SIGNED: _____ DATE: _____

For Office Use Only:

____ Approved
____ Not-Approved

BY: _____



Catering Agreement

In order to be considered an approved Caterer for the Newnan Centre, an applicant must submit the documents outlined in Section A below and agree to the terms and conditions as outlined in Section B below. Once the applicant has met all terms and conditions as outlined in this agreement, the Executive Director will send a letter of acceptance to the Caterer and place him or her on the approved Caterers list.

Caterers must file an application including payment of seventy-five dollar (\$75.00) annual application fee.

Only those Caterers who are on the approved list and have executed this agreement may utilize the Newnan Centre and its facilities as a catering site. Approval as a Caterer may be cancelled at any time by the Newnan Centre Executive Director for breach of any of the Caterer's responsibilities as set forth herein, or for otherwise failing to perform in a professional and business-like manner as determined by the Executive Director.

A. APPROVAL OF CATERER:

In applying for approval as a Caterer for the Newnan Centre, the following criteria has been established to ensure that the quality of food and service meet or exceed our clients' expectations. Each applicant must submit the following information to be considered as an approved Caterer:

1. Evidence of five years or more successful off-site premise catering.
2. Copy of business license.
3. Copy of current health inspection rating
4. Copy of insurance policy with \$1,000,000 overall liability, naming the Newnan Centre and City of Newnan as additional insureds.
5. Proof of workers' compensation insurance.

B. CATERER'S RESPONSIBILITIES:

1. Proof of workers compensation insurance, health permits, business licenses and liability insurance will be maintained by the Newnan Centre. Should any of these items be allowed to lapse, it will be grounds for termination of this agreement.
2. Caterer will respond to client within one (1) business day of receiving a message from a client.
3. Groups that contact the Caterer before contacting the Newnan Centre are to be instructed to contact the Newnan Centre to reserve space and confirm details for the event.
4. Catering Quotation Forms and final guarantees are due **no later than two (2) days before the event**. The Catering Quotation Form should include all food service table requirements.

5. Event areas will be set by the Newnan Centre according to the client's specifications and the food service table requirements received on the Catering Quotation Form. Any unusual requirements by the Caterer must be discussed with the Newnan Centre as soon as they are known to ensure adequate space and to receive approval of the set from the Client. Any changes to the room set made after the event area has been set per prior received specifications, due to a failure on the Caterer's part to inform of special needs, may result in charges levied against the Caterer and not the Client.
6. The following will result in termination of this agreement: any violation of this agreement, unsanitary conditions, disrespectful treatment of a client or Newnan Centre employee, misuse of equipment, lack of proper and timely service to clients, consumption of alcohol by Caterer or Caterer's staff, serving of alcoholic beverages to attendees, and any theft of client, their attendees or Newnan Centre.
7. Caterer is to provide superior levels of customer service to all Newnan Centre clients and provide fresh, wholesome food and beverage products at appropriate temperatures in accordance with sanitation and safety practices as established by the State of Georgia.
8. Should Caterer receive more than two (2) written warnings from Newnan Centre during the calendar year, Caterer will be removed from the Approved Caterers List. Cause for warning will be, but not limited to: late/non-payment of catering fees, failure to submit catering quotation form as prescribed, failure to comply with clean-up regulations, non-adherence of move-in/move-out times, unsatisfactory service to client and violation of contract. In addition, should any approved caterer receive a Food Inspection Report of a score of 89 or less, he or she will be subject to a probationary period of three (3) months on the first offense. During this probationary period you will not be allowed to perform catering services for clients of the Newnan Centre. If a second offense occurs, you will be removed permanently from the Approved Caterers List of the Newnan Centre, forfeiting the initial deposits submitted. You may reapply after a period of one year, provided we feel that significant changes have taken place to correct the documented problems.
9. The Newnan Centre will **require payment within seven (7) days after the event** from the Caterer for the agreed upon number of people x price charged to client x 10% Newnan Centre fee. Any fee which is not paid within the seven day period will accrue finance charges of eighteen (18%) annual percentage rate. Catering fees are the responsibility of the Caterer, not the client.

C. NEWNAN CENTRE RESPONSIBILITIES:

1. To provide an accessible, clean, well lit work area three hours prior to the event, unless otherwise agreed upon.
2. All tables, chairs, dance floor and risers will be the responsibility of the Newnan Centre.
3. The actual function room will be designated by the Newnan Centre. The room provided to the Caterer will be clean and set with tables, chairs, risers, a lectern, and a microphone as directed the client.

4. The Newnan Centre will furnish all electricity, gas, water and drainage service. The Executive Director reserves the right to collect a surcharge for any unauthorized or excessive use of the utilities.

5. The Newnan Centre is responsible for trash removal in non-event areas of the Center. Caterer will be provided access to the Center's waste disposal unit at no charge. The Executive Director reserves the right to collect a surcharge for any unauthorized or excessive use of the waste disposal unit.

D. FINANCIAL OBLIGATIONS:

Catering Fee: 10% of gross receipts, less taxes and gratuities

I hereby agree to the terms and conditions of the agreement as stated above.

Caterer

Date

Newnan Centre

Date



CATERING QUOTATION FORM

Return to: Newnan Centre
1515 Lower Fayetteville Road
Newnan, GA 30265

EVENT: _____

EVENT DATE: _____

CATERER: _____

TIME OF FOOD SERVICE

MOVE-IN: _____ MOVE-OUT: _____

SET-UP NEEDS: _____

NUMBER OF PEOPLE: _____

MENU CHARGE PER PERSON: X _____

 TOTAL CHARGE: = _____

X 10% = Newnan Centre Commission _____

Paid by Check Number _____

Submitted By: _____

This form must be received by the Newnan Centre 48 Hours (2 Days) before the event date. A \$25 Late Penalty Fee will be imposed per the Catering Agreement.