

Catering Guidelines

Sun City Texas Community Association

Effective February 10, 2009

Following are the guidelines for using an outside caterer effective in Sun City Texas, including, but not limited to the Sun City Ballroom, Sun City Ballroom Patio, Legacy Hills Park Pavilion, Activities Center, and The Oaks or any CA owned facility.

- 1. Caterers must be fully self-sufficient; (i.e. china, flatware, linens, chafing dishes, etc).**
- 2. Caterers will have access to the Sun City Ballroom Catering Prep Area only when catering in the Ballroom or The Oaks Prep Area when using the The Oaks.**
- 3. Caterers must remove all trash, place trash into the outside dumpsters, and clean all trash receptacles.**
- 4. When catering in the Sun City Ballroom, caterers are permitted to use cooling & warming equipment, ice machine, coffee machine and dish machine in the ballroom kitchen. The CA will provide the chemicals for the dish machine; however, caterers must clean the machine completely after use.**
- 5. Caterers and any outside staff must be appropriately dressed and groomed.**
- 6. Ice must be brought to the function by the outside caterer, and under no circumstances is outside caterer to use ice from the CA machines, unless catering at the Sun City Ballroom, Legacy Hills Park Pavilion or The Oaks.**
- 7. Clean-up following the event must be completely performed by the outside caterer, including kitchen and all kitchen equipment. All tables used for any event and dining must be wiped down and sanitized.**
- 8. A copy of the appropriate County Health District Food Purveyors certificate must be submitted to the CA prior to the event.**
- 9. All beverage services must be in accordance with local laws, Association policy and the current regulations of the Texas Alcoholic Beverage Commission.**
- 10. The only caterers permitted on Sun City Community Association premises are the Authorized Caterers, as approved by CA staff.**
- 11. All facility reservations must be coordinated through the CA office by contacting**

Cynthia Chapman at 512-864-1211 or cynthia.chapman@pulte.com.

12. All room usage must be in accordance with the CA's Facility Reservation and Rental Policy (Appendix A)
13. All groups are responsible for decorations, floral arrangements, lighting, etc. Attachments to the walls or ceilings are not permitted unless approval is obtained in advance by the CA.
14. Caterers must have appropriate liability coverage, on file, and be willing to provide an insurance certificate to the CA upon request, with the CA listed as additional insured.
15. CA staff will be responsible for locking up facilities after catered events.
16. Any event needs (i.e. audio/visual) will be coordinated with the CA Hospitality Coordinator, Sheree Simpson, 512-864-1224, Sheree.Simpson@Pulte.com, or monitor on staff, 864-1200. In the event of an emergency, caterer must contact the above stated staff.
17. The CA Set-Up Supervisor will coordinate room set up with the caterer. A minimum of 72 hours in advance of an event is necessary for coordination.
18. **Catering Overlap:** If at any time there are 2 or more events scheduled in any Sun City Facility, wherein multiple caterers are being utilized, all caterers are asked to coordinate efforts with one another for the success of all the events (i.e. sharing space and equipment as necessary).
19. All food, beverage and outside equipment, which are owned by the caterers, must be removed from the premise immediately following the event. The CA will not store any products or equipment overnight.
20. The billings for catering services are between the caterer and the client. The Community Association will not collect monies related to catering, nor will member charging for Sun City residents be permitted.
21. All Caterers must supply monthly schedules, with weekly updates, of events to be held at Sun City Texas, including the date, location, time, count of expected guests, and event owner contact numbers.
22. Caterers must report any damages, hazards, or unclean areas prior to each event immediately. Contacts include the Hospitality Coordinator and the onsite monitor or the front desk at 864-1200.
23. An agent of the Community Association will monitor all activities of an outside

caterer to ensure that policies, etc. are being followed. Failure to comply may result in removal of the caterer from the Authorized Catering list and loss of deposit.

24. Caterers will be required to submit a one-time facility clean up fee of \$500.00, upon signing this agreement held pending any damage or clean up fee that may be incurred.

I, _____, of, _____, have read and understand the policies for outside caterers and will abide by them or may forfeit my \$500.00 deposit.

Jim Romine, Executive Director

Date

_____ **Deposit Received**

_____ **Check Number**

_____ **Insurance Received**

Appendix A

Policy and Procedures- Facility Reservation and Rental Policy

Amended and Approved through UA, February 10, 2009