

Full-Service Caterer Information Packet

This packet contains Caterer specific excerpts from the Belmont Manor Rules and Regulations. The complete document can be found at www.belmontmanormd.com.

Full-Service Caterer (Required)

- Belmont Manor is not a full-service venue.
- The permit holder is required to select one- full service (licensed) caterer.
- The caterer must be pre-approved by Belmont by submitting a Catering application, a copy of their catering license and insurance certificate.
- Do not sign with a Caterer unless Belmont has approved them to work here.
- Contracting a Caterer without prior written approval from Belmont Management, or failure to provide these documents to Belmont Management within the outlined parameters below will result in the automatic forfeiture of \$500 of your security deposit.
- A list of licensed and insured caterers that have previously worked at the site can be provided upon request. Please note that the list of caterers is not an endorsement or referral.

REQUIREMENTS OF THE CATERER

- Must employ their own staff and may not hire out or contract servers, bartenders, etc. A minimum of ten catering staff are needed, plus one event manager.
- Must provide proof of required insurance and licensing (see below).
- All food and alcohol must be served by one full-service licensed caterer, no exceptions.
- No self-serve alcohol.
- Family-catered events are not permitted.
- It is the responsibility of the Permit Holder to make sure the Caterer is familiar with the site, plus the rules and regulations before the event.

CATERING APPROVAL

- **All Caterers must be approved to work at Belmont before the permit holder's 6-month payment due date. No exceptions.**
- The permit holder is responsible for collecting and submitting the following documents to Belmont Manor prior to signing/contracting with the Caterer:
 - Belmont Catering Application.
 - A copy of the correct certificate of insurance, including County indemnification, liquor liability, auto-liability and worker's compensation.
 - A copy of the Caterer's Full-Service Catering License.
- Samples of the required documentation is provided in the addendum of this document.

RESPONSIBILITIES OF THE CATERER DURING THE EVENT

- All setup and cleanup must be done within the contracted hours.
- The Caterer designate one event manager, plus adequate staff (standard is 1:15 (guest to staff ratio) for the entirety of the event.
- The catering staff, including the event manager must stay on site for the duration of the event. Absolutely no drop offs are allowed.
- The Catering Manager will meet with Belmont staff upon arrival.
- The Catering Manager will sign a post event Caterer Agreement Form.
- Beverage stations need a protective mat placed under them as well as in front of the table.
- The Catering staff will set up and break down tables and chairs for the reception, cocktail hour (or scheduled event) according to the floor plan provided by the Permit Holder.
- Execution of the Rain Plan is the Caterer's responsibility.
- The Caterer and Wedding Coordinator concur on all workings of the event.
- Open flames/grilling are permitted outside, only with prior permission. Grilling must be done at the loading dock area only and must be 10 feet from any structure or tent. Catering staff must supervise the grill station at all times.
- Do not drag tables and chairs across the hardwood floors, brick or carpets, or roll them through the tent. They must be lifted and moved to prevent damage to our tables.
- All deliveries and pick-up of rental equipment must be made within the clients contracted time frame.
- Nothing may be left overnight (equipment, décor, furniture, etc). The permit holder will be charged for items left on site.

The caterer will...

- Clean the Tent: All guest tables, chairs, brick and dance floor- particularly surrounding the buffet area, bars and guest tables.
- Clean the Manor: All furniture surfaces and floors where food/drink was served.
- Clean the Gardens: Collect trash, glasses, and any other debris where food/drink was served.
- Discard clean ice (no garnishes or trash) in the designated containment area located at the loading dock, not on the grass, gardens or rocks around the tent.
- The caterer must provide their own trash bags, and leave one fresh trash bag in each can for the next day's use.
- The caterer will remove and dispose of all trash and recycling in the trash/recycling dumpsters in the Barn parking lot area, or carry trash off site.
- All trash cans used by the caterer throughout the house and grounds must be emptied and replaced with one clean liner. Do not remove trashcans from the site.
- The caterer will not leave trash outside of the dumpster or an additional cleanup fee of \$100 per staff per half hour will be assessed from the permit holder's security deposit.
- Tie all trash bags before throwing into the dumpster.
- Belmont staff does not provide transportation to the dumpster.
- Washing dishes is prohibited at Belmont. All dinnerware, serving plates, utensils, equipment, etc. must be taken off-site to clean.
- The caterer is responsible for collecting all cooking residues in a container and safely discarding them off site.
- Do not pour food scraps, grease, sauces, fats or liquids with garnishes down the sink drain. The sinks do not have garbage disposals.
- Remove all food containers from the refrigerators, ovens and tabletops.
- Belmont is not responsible for items left behind.

Indoor Warming Kitchen

- The caterer must leave the kitchen in the same condition as found.
- Belmont has a warming kitchen for use by the caterer.
- Caterers must cook and prepare all food off the premises and may warm food at the facility only.
- Open flames are prohibited inside the Manor.
- The caterer will clean all preparation tables, sinks, ovens, and refrigerators, inside and out.
- Wipe down walls if food or sauce has been spilled.
- Clean debris in all (3) floor drains.
- The dishwasher, stove and grill in the kitchen are not for use by caterers.
- The caterer will sweep and damp mop the kitchen floor (including under floor mats), entry to kitchen, and underneath the stainless-steel tables.
- Rinse mop thoroughly with hot water after use and hang to dry.
- Supplies are provided for cleaning the indoor kitchen area only (Janitor closer).
- Clean up must be done in the last hour of the contracted time.

Alcohol

- Alcoholic beverages may be served only by the caterer's bartending staff-no exceptions.
- Caterers must provide proof of liquor liability insurance prior to being approved by Belmont staff.
- Self-served alcohol is prohibited.
- Miniature liquor bottles, wine or champagne on tables is prohibited.
- Gifts or favors of alcohol are prohibited.
- Tapped beer kegs are permitted in the tent, however, it must be served by the caterer's bartending staff.
- The bar must close a minimum of 1-hour before the end of the contract time.
- If the permit holder is providing alcohol for the caterer, arrangements must be made for dropping off and removing that alcohol within your rental time frame.
- Removal of alcohol falls under the responsibility of the Permit Holder, Caterer and/or Wedding Coordinator.
- The Permit Holder provides a designated team to pack and remove the alcohol, if the caterer is not providing that service.
- Alcohol left on site will be promptly discarded.

Cash Bars (For Non-Profit Organizations Only)

- A one-day liquor license for cash bars must be requested through Howard County's Board of License Commissioners.
- The form and requirements are available on Howard County's website. (Howardcountymd.gov/Liquor-License). Please allow 30 days for approval.
- The client is responsible for submitting the approved license to Belmont staff for verification and to display the license on the bar during the event. All other rules for serving alcohol apply.
- A full-service Caterer is still required to serve all alcohol.

Rain Plan

- Ceremony in Tent.
- Cocktail hour in Manor or Tent.
- Reception in Tent.
- Wedding Coordinator works in tandem with Caterer regarding execution (timing, chairs, setup, etc).
- Rain plan decision must be called two (2) hours prior to scheduled ceremony.
- If there is an imminent severe weather warning (tornado, severe thunderstorm, continuous lightning), Belmont staff will work with Vendors to evacuate all guests into the Manor until the threat has passed for at least 15 minutes.

Additional Vendors

- The Permit Holder will communicate applicable rules to all vendors.
- All vendors must deliver/remove their own equipment and supplies within the contracted rental hours.
- Vendor load in is at side garden gate; Vendors may not enter through the Manor.
- Belmont staff are not permitted to assist Vendors.
- All equipment or items that might reasonably be assumed to involve unusual risks or liability issues must be pre-approved.

Vendor Parking

- After dropping off equipment, vendor vehicles may park in the general grass area designated for guests.
- Do not block traffic flow.
- Parking at the loading dock is permitted for Catering vehicle, only.
- Vehicles may not be left overnight.

Sample Insurance Certificate Required by Belmont Manor, Howard County Government.
 All requirements and limits must be met. No exceptions.

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	PHONE (A/C, H/O, Ext):	FAX (A/C, H/O):
		E-MAIL:	
	ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Catering Company Name HERE	INSURER A:		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD. SUBR INSR. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Liquor Liability- \$1M	<input checked="" type="checkbox"/> X				PERSONAL & ADM INJURY \$ 1,000,000
	AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	POLICY	PROJ	LOC			PRODUCTS - COM/POP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (EA OCCURRENCE) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$ 3,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 3,000,000
	<input type="checkbox"/> WCD	<input type="checkbox"/> RETENTION \$				
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	<input type="checkbox"/> N/A			<input checked="" type="checkbox"/> WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NJ)					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Howard County, MD, its elected and appointed officials, officers, employees and authorized volunteers are Additional Insureds.

CERTIFICATE HOLDER Howard County, Maryland c/o Howard County Recreation & Parks 7120 Oakland Mills Road Columbia, MD 21046	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE **Signature Required**
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Sample Tent Floor Plan

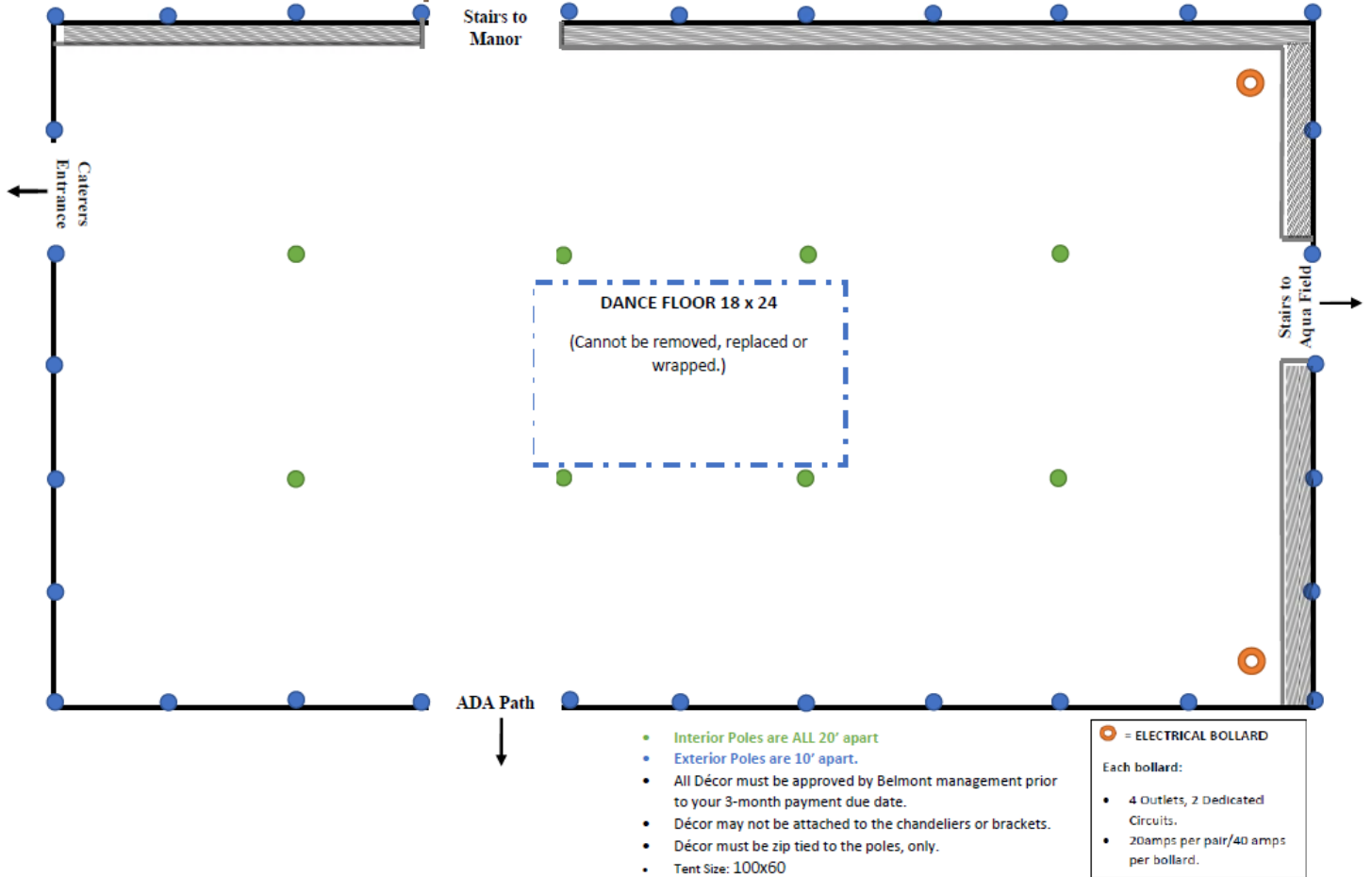
Single document available at www.belmontmanormd.com



Belmont Manor Tent Floor Plan

For the Wedding of: _____

Wedding Date: _____



Sample Garden Map

Single document available at www.belmontmanormd.com

