



Camron-Stanford House

Caterer's Agreement

This agreement is made by and between Camron-Stanford House Preservation Association (CSHPA) and _____ (Caterer) regarding a special event to be held on _____ by _____ (User).

The Camron-Stanford House is an important Bay Area landmark. To preserve this unique and fragile place, Caterer must comply with all the rules and regulations below.

1. At least 30 days prior to the special event, Caterer must supply the following to the Event Coordinator representing CSHPA:
 - a. A signed copy of this agreement.
 - b. Proof of liability insurance and business license
 - c. Floor plan and outline of the event
2. Changes in the event outline must be approved by the Event Coordinator at least one (1) week in advance.
3. Event Coordinator will be on site during all special events and shall open and close the facility. The Event Coordinator shall have authority to make decisions regarding safety, noise, and all uses of the property. Decisions of the Event Coordinator shall be final.
4. As requested by User, Caterer will provide all necessary personnel, food, drinks, linens, paper goods, coat racks, tableware, flowers, and extra furnishings, except as provided by the User. All personnel for the event whether provided for by the Caterer or User shall obey instructions of the Event Coordinator.
5. One (1) parking space shall be provided for Caterer. Use of reserved parking spaces is not authorized and subject to citation and/or tow.
6. Deliveries and visits to Camron-Stanford House shall be made only by prior arrangement with the Event Coordinator.
7. The Caterer, and the Caterer's agents and/or employees, are restricted to those areas of the House specifically rented for the event. Access to the basement storage areas shall be at the sole discretion of the Event Coordinator.
8. **The kitchen of Camron-Stanford House is not licensed, intended, or equipped for commercial use.** The kitchen may be used for the final preparations prior to serving. A stove is available for warming only. All cooking should be completed off site. Contents of the kitchen are the property of CSHPA and its tenants and are not available for Caterer's use.
9. **The kitchen sink is not fitted with a garbage disposal** and special care must be taken to prevent clogging the sink and/or blocking the flow of gray water from the House to the sewer line under the street with food debris and grease.
10. The use of open-flame chafing dishes is strictly prohibited inside the House, on the veranda, and porches. Use of this type of food-warming apparatus is permitted in the rear garden only.
11. **Smoking is not permitted** at any time, anywhere in, on, or around the premises or the garden areas. This regulation is strictly enforced.

12. At the conclusion of the event, the User and the Caterer will leave the house in the condition in which it was provided. All trash will be picked up and removed to the dumpster in the parking lot on the north side of the building. All table coverings, decorations, leftover food, equipment, extra furnishings, and kitchenware provided by Users, Caterers, or rented from outside sources are to be removed. Rented areas will be swept, mopped and / or vacuumed, as required. All furnishings belonging to the Camron-Stanford House will be returned to appropriate storage areas. Any spills will be cleaned up, and all kitchen surfaces will be washed. Evening cleanup must be completed quietly by 10 p.m. weeknights (Sunday through Thursday) and 11 p.m. on weekends (Friday and Saturday).
13. CSHPA does not accept responsibility for items or food left after the event or delivered prior to the event. Any items left after the event become the property of the Camron-Stanford House, if no arrangements have been made for their pick up or disposal within one week. All food and beverages must be removed from the House immediately after the event.
14. Decoration and celebration materials:
 - a. **No decorations may be hung or applied to the walls, fixtures, or furnishings inside the House.** Tape, cellophane adhesives, nails, screws, staples, tacks, and the like are prohibited inside and outside of the House. String, twist ties or ribbons may be used to attach decorations to the outside of the House. All decorations must be removed at the conclusion of the event.
 - b. **No water-filled vases are allowed inside the House.** As an alternative, it is suggested that flowers be placed in a well-saturated oasis. Non-porous materials must be placed under all plants and vases, and in doing so all surfaces must be protected from marks and scratches. **The User is liable for water damage stemming from improper use of fresh flower or plant decorations.**
 - c. **No open flames such as lighted candles are permitted** inside the House or on the veranda, porches, or exterior steps of the House. All decorations should be fire proofed or fire-retardant.
 - d. Decorations must not block, cover, or obstruct any exit at any time before, during or after the event.
 - e. **Rice and confetti are strictly prohibited inside and outside the House.** Flower petals may be substituted for these traditional materials, but only outside of the House.

This agreement is made on the date below written.

Caterer/Company Name (*please print*) _____

Date _____ Signature _____

Address _____ City _____ ZIP _____

Phone _____ Cell _____ Email _____

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