

# The Devyn Event Venue – Catering Agreement

This is the catering agreement between All Event Rental/The Devyn and \_\_\_\_\_, referred to within as the “caterer”.

**Catering Policy:** The Devyn Event Venue requires each caterer to abide by all guidelines listed below.

- Catering prep area is to be returned in the same condition as when you arrived.
- All dishes are to be wiped and clear of all debris. (this will aide in avoiding unwanted guests)
- All trash produced by the catering team or by the event must be tied and placed in dumpster.
- Catering prep area must be swept clear of any leftover debris.
- All prep tables and sinks must be wiped clean.
- All staff must be dressed appropriately.
- All dishes, glassware, flatware, linens, etc. are the responsibility of the caterer to remove and stack properly in the designated area outside in the catering prep area.
- Linens must be bagged in the bags provided and placed in the catering prep area
- All dishes must be wrapped back up in the crates with the plastic bags provided.

**Venue Fee:** There is a 10% venue fee on the catering bill to the client, less the gratuity, for each event held at the Devyn payable to All Event Rental with 10 days after the event. This fee is only applicable to the food charge, and omits the fee for gratuity.

**On Site Cooking space:** There will be a work space provided to the catering team for each event. The All Event rental team will be responsible for setup of all tables, table linens (excluding napkins) and chairs for each event. All Event Rental will provide a digital room layout. The catering team will be responsible for the setup of all other catering items, unless otherwise arranged with All Event Rental & Design.

**Staffing:** Staffing must be provided for each event by the caterer to ensure event is run smoothly, and all items on this contract are completed.

**Insurance:** The caterer will provide necessary insurance certificates and workman’s compensation information annually.

**Dismissal:** The caterer will perform at the highest professional level and with the highest business ethics. If All Event Rental/The Devyn feels any part of this agreement is not being followed they reserve the right to deny further access for future events.

\_\_\_\_\_  
Catering Company Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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All Event Rental Representative Signature

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Date

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Printed Name

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Title