

THE TAYLOR MANSION CATERING / VENDOR AGREEMENT

– Insurance.

Vendor must provide The Taylor Mansion with a copy of certificate of general liability insurance in the amount of at least one million dollars showing The Taylor Mansion as the certificate holder with our address included and also listed as additionally insured. (BabyDuke LLC dba The Taylor Mansion at 2109 E 4th St. Taylor Tx. 76574)

– Liability.

Vendor agrees to release and indemnify The Taylor Mansion and hold it harmless from any loss, expense, or claim arising out of any damages or injury resulting from negligence on the part of The Taylor Mansion, whether such loss, expense or claim occurs on or off the premises. The Taylor Mansion shall not be presumed liable for any injury to person or damage to property caused by condition of building and grounds, equipment, escape or leakage of gas, water, steam, electricity, or oil on or into the premises.

– Food Safety.

Vendor is responsible for preparing food in a manner consistent with industry standards. In the event that a guest becomes ill from any type of food borne illness caused by the food prepared by Vendor, then Vendor takes full responsibility. The Taylor Mansion shall not be presumed responsible for any food service issues including illness and or injury.

– Vendor Tour.

If desired, please request a meeting with The Taylor Mansion to tour our space and discuss any questions at least two weeks in advance of the event.

– Electrical.

Vendor must notify The Taylor Mansion of any special electrical needs. Vendor must provide its own extension cords. Food trailers and truck vendors must provide their own source of power (generator).

– Parking/ Premises.

Vendor may temporarily park and unload/load near the event buildings then move to the designating parking lot. Catering staff may pull vehicle up to side door for unloading, but then must move vehicle back to designated parking area.

– Dumpster.

Caterer may access dumpster provided by The Taylor Mansion as space allows. Dumpster must not be overfilled. No trash can be left next to dumpster. All food waste must be thrown out inside of a tied trash bag.

– Access.

All deliveries, including rentals, should occur during the time the client has rented the facility for their event. If Vendor needs special access or set up time, please contact us in advance.

– Cleanup.

Vendor agrees to cleanup all catering preparation and food service areas at the end of the event. The Crystal Ballroom must be free of all trash and food debris and swept at the end of the event. Care must be taken to never drag furniture on the floors. Any trash taken to the dumpster must be bagged and tied. No trash can be left outside under any circumstance. All back bar and preparation surfaces and areas must be wiped down. No garbage or grease is allowed in the sinks or toilets. Strainer basket must be used in the sink to prevent debris from washing down the sink drain.

– Departure.

Vendor agrees to check out with the Taylor Mansion staff at the conclusion of the event to confirm all venue requirements have been met.

Signatures

Vendor Printed Company Name _____

Vendor Printed Name and Title _____

Vendor Signature _____ Date _____

Address

Email _____

Taylor Mansion Printed Name and Title

Taylor Mansion Signature and Title

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