

OUTSIDE CATERING GUIDELINES

- Caterer must be approved by DPWW and be prepared to work directly with winery staff.
- Caterer must provide Certificate of Insurance.
- Adequate staffing for bussing and service is required as defined by DPWW.
- If necessary caterer may be held liable for damages to property, facilities, equipment or rentals.
- DPWW reserves the right to request and hold a security deposit.
- Caterer is responsible for ALL bussing from start to finish.
 - This includes all glassware, beer bottles, food service items, misc. garbage, etc.
 - Labor may be directed by DPWW manager via catering manager.
- Caterer must stay until last guest leaves for last minute bussing/clean up.
 - This includes proper breakdown of rentals, linens, chairs, etc.
- Sinks and kitchen area must be left clean.
- Caterer must provide their own trash bags.
- If required, DPWW event manager has final determination over all aspects of event production and use of the venue.
- Planning and on-site correspondence between client and caterer must include a DPWW manager. Please keep DPWW in the loop!
- All food debris must be cleared from kitchen and venue area (swept and cleared)
- Any food service items with food particles must be bagged for pickup.
- Must wipe down any food service surfaces, buffet tables, work tables, etc.
- Must take all trash, recyclables, compost with them unless pre-arranged.
- Final walkthrough with DPWW event manager required prior to departure.

I agree to these terms:

Company Name: _____

Print Name/Title: _____

Signature: _____

Date: _____