

## **OUTSIDE CATERING REQUIREMENTS**

Catering Company must contact Event Manager via email with contact information, itemized catering proposal.

Catering company must provide a current copy of valid business license, health permit and insurance policy to Santa Teresa prior to contract with client for the event.

Catering Staff for the event will be provided by the catering company.

All billing will go through Santa Teresa Golf Club, and no money will be collected from the client by the catering company for any of the services provided. (Catering company will be sent a 1099 for the applicable tax year, therefore no tax will be applied on the catering proposal to Santa Teresa Golf Club, we will need Caterings tax id)  
Client Initial: \_\_\_\_\_

There will be a 20% mark up on all food and beverage services not provided by Santa Teresa Golf Club. This is not a gratuity.  
Client Initial: \_\_\_\_\_

Set up and break down of the event is the responsibility of the catering company includes kitchen area to be swept at the end of the event, kitchen area to be mopped at the end of the event and all trash to be collected and disposed of in provided dumpster. Cleanup is expected to be completed within 1 hour of the conclusion of the event. Caterer must check in with STGC Manager before leaving.

Catering company is not to provide ANY alcoholic beverages.

Santa Teresa is not liable for any broken agreement between Caterer and Client.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_