



VENDOR INFORMATION

Outside Caterer Information

- ★ Outside vendors are able to bring in food and non-alcoholic beverages.
- ★ Outside caterers must send a staff member for all food handling and responsibilities. Star Spangle Catering staff members will not handle any outside items, including but not limited to outside food, outside beverages, or outside catering supplies. Star Spangle Catering is not responsible for any damages of outside items.
- ★ Outside caterers will bring food ready to be eaten and understand that no cooking or food prep of any kind is allowed in Star Spangle Catering's kitchen. We operate as a restaurant during the day, and are unable to allow space for outside caterers to cook or prepare food or beverages.
- ★ Limited access will be provided to the kitchen refrigeration for cold storage & ovens for hot storage to maintain current food temperature. Access to ice machine is allowed.
- ★ We require a sign on the buffet to display the name of the vendor/caterer providing the food.

Decorator Information

- ★ All decorations are to be put up 2 hours prior to event and taken down 1 hour after the conclusion of the event, unless other arrangements have been made in writing to laurie@starspanglecatering.com.
- ★ Decorations may not be hung with tape, wire, nails, screws, or other devices that will damage the property. **NO glitter, confetti, or any type of sparkles that shed.** There will be an automatic \$100 charge for any décor violations.
- ★ The use of birdseed and blowing bubbles is permitted only outside. Rice, pyrotechnics, and sparklers are not permitted inside or outside. Balloons are allowed inside, but balloon releases are not allowed outside. All candles must be contained or enclosed in glass. The flame must not reach higher than 2 inches below the height of the glass.
- ★ Staff members are required from decorators to handle all decorating needs. Star Spangle Catering staff will not handle outside items including but not limited to electronics or décor. Star Spangle Catering is not responsible for any damages of outside items.

DJ Information

- Outside DJ/Entertainment services are permitted as long as they are licensed and insured and can submit appropriate documentation (documentation is due 14 days prior to event date).
- The client agrees to be responsible for complying with Virginia Beach noise ordinance laws. Any violations will be the responsibility of the client, including criminal charges, fines, and fees.
- Star Spangle Catering staff will not handle outside items including but not limited to electronics and equipment. Star Spangle Catering is not responsible for any damages of outside items.

I have read and understand the above requirements and agree to comply with all terms.

Client Name _____

Client Signature _____ Date _____

Star Spangle Catering Inc Representative _____

Star Spangle Catering Inc Signature _____ Date _____