

NEBRASKA ONE BOX CONVENTION CENTER AT THE COBBLESTONE HOTEL & SUITES™

WEST HIGHWAY 2 • BROKEN BOW, NE 68822 • Event Coordinator: 308-870-0374



2019 CATERING CONTRACT

PREFERRED CATERERS ►►

The NE One Box Convention Center is a PRIME VENUE for weddings, receptions, reunions, business meetings and other types of events, so we take quality catering very seriously. A customer's culinary experience at the NOBCC is a direct reflection of our overall customer service. To insure the integrity of this facility, we expect the utmost professionalism from our **PREFERRED CATERERS**. Review the details of the catering contract below, sign and return to NOBCC Event Coordinator, Julie Hueftle, along with copies of your CURRENT Catering License and CURRENT Catering Certificate of insurance.

NOBCC Catering Rules and Regulations:

- Unloading/retrieving items must be done between 6:00am and 12-midnight on the day of the event. Other arrangements must be coordinated with NOBCC Event Coordinator, Julie Hueftle.
- A check-off list will be in the kitchen upon arrival and each item must be initialed by your personnel. Any breach of these duties may result in further up-charge to you in the amount of 20% of your bill that you present your customer. The check-off list is also attached to this contract.
- All kitchen and convention center trash cans that possess catering disposals must be removed and replaced with bags that are supplied on the kitchen shelves. Trash must be disposed of in the dumpster outside located on the southwest side of the building.
- Caterers are responsible for any illness or injury resulting from the preparation and distribution of any food during the time the event is in progress. You must follow all state and local health codes.
- Caterers are responsible for any and all injuries of their staff and employees before, during, and after the event.
- Any damage to the facilities, dishes, or equipment needs to be reported at the end of the event and will be billed to you for replacement.
- **NO SMOKING** is allowed inside the convention center premises.
- Unprofessional conduct with negative intentions is NOT tolerated and will result in an immediate removal of being listed as a NOBCC Preferred Caterer.

- An **EXACT COPY** of your **CLIENT INVOICE** must be presented to the **NOBCC Event Coordinator** within **4 BUSINESS DAYS OF THE EVENT**. Based on this invoice, a **10% FACILITY FEE** is payable to the NE One Box Convention Center. The total amount due is 10% of the price of the invoice before tax. This FACILITY FEE is applied due to the convenience and complete access to the NOBCC kitchen: APPLIANCES, ELECTRICITY USAGE, LINENS, KITCHEN INVENTORY, ETC. The details of all catering jobs at the CONVENTION CENTER or HOTEL MEETING ROOM must to be reported to the event coordinator. **NOTE:** In the event of an employee/family catering discount, a \$2.00/person in attendance will be paid to the NOBCC in place of the 10% FACILITY FEE. In the event that a **THIRD PARTY** of the event is **DONATING FOOD** to defray costs to the Client, there must be a conversation between the Caterer and the Event Coordinator of the NOBCC to protect both the Caterer and the NOBCC in providing a "Fair Price" dinner. In this event, please be prepared to pay a "per person" price if the donated food brings down the actual cost to the meal unrealistically.

• **The agreed FACILITY FEE must be paid to the NE One Box Convention Center within 4 BUSINESS DAYS of the event.**

Business Name:		Owner/Caterer:		# Years in Service:
Address:			Phone:	
City:	ST:	ZIP:	Email:	

I confirm I have read, understand, and agree to the NOBCC Catering Rules and Regulations.

I understand ANY breach of this contract will discontinue my business from being a service provider of the NOBCC.

CHECKLIST:

- Copy of CURRENT Catering License
- Copy of CURRENT Catering Certificate of insurance
- SIGNED NOBCC Catering Contract

Sign & Return to:

NE One Box Convention Center
c/o Julie Hueftle
2750 S. 27th Ave.
Broken Bow, NE 68822

This contract is in effect for the 2019 calendar year. The NOBCC / Cobblestone Hotel & Suites reserves the right to establish or revise rules, regulations, terms and conditions applicable to the caterer or catering services or terminate the contract at any time. Upon signing, the CATERER agrees to the above listed terms and ANY breach of contract will discontinue the CATERER from being a service provider of the NOBCC.

Signature of CATERER

Date

NE One Box Convention Center Rep

Date

The NE One Box Convention Center will be referred to as NOBCC. Upon signing, the CATERER agrees to all NOBCC Catering Rules and Regulations.

