



## FACILITY USE CATERING AGREEMENT

This Facility Use Catering Agreement is by and between the Pine Bluff Convention Center (PBCC) and the signatory Caterer Business. This is a binding and non-transferable agreement.

### I. PINE BLUFF CONVENTION CENTER AND KITCHEN USE

The Pine Bluff Convention Center is a rental facility and may be referred to as “the Facility”, Convention Center, the building or PBCC as it pertains to this contract or working with persons renting this facility. Kitchen access is by rental request only. PBCC strongly encourages the rental of the kitchen to be done through the caterer.

### II. CATERER/FOOD SERVICE PROVIDER

The term “caterer” refers to an approved licensed business/individual(s) authorized by the City of Pine Bluff and recognized by the Health Department under the State of Arkansas and provide of evidence general liability insurance for a food service business. Any food or beverage served that is not provided by an approved caterer will be removed from the premises or discarded by staff. Special circumstances may apply when approved by PBCC Executive Director or designated representative.

### III. CATERING NOTIFICATION OF BOOKED EVENTS

**You must notify PBCC within 30 days of your proposed catered event to be placed on our event calendar.** To schedule building access for your catering commitment to your client, you must provide the event/client’s name, event date(s) and the timeframe you will be in the building.

### IV. COLLECT \$2.00 PER PERSON FOR THE FACILITY MEAL RATE

Any food served/prepared/provided for an event within the Pine Bluff Convention Center is assessed at \$2.00 per person, per meal. This rate may also be referred to as a “facility meal rate”. **A “meal” is any food consumed on the premises whether it is plated on-site, served as a buffet, pre-boxed, bagged, store-bought pre-packaged, or prepared off-site.** As a caterer on the PBCC referral list you understand the \$2 must be collected on a per person rate regardless of the number of meals per day. **The charge is calculated on the greater of:**

- a) the *final number of guaranteed of meals, or*
- b) the *total number of meals served on the day of the event.*

PBCC will contact you by phone, email or in person to confirm the number of meals before and after each event.

All alcoholic beverages must be arranged through the Pine Bluff Convention Center. NO ALCOHOL can be brought into the Convention Center and NO SMOKING will be permitted in the building. If either of these rules are violated, the event/catering service will cease, and everyone will be asked to leave the building. **NO EXCEPTIONS!**



**V. KITCHEN COST FOR SITE PREPARED MEALS (PER DAY USAGE)**

The PBCC kitchen is considered a rental space for onsite functions. **You are responsible for scheduling your kitchen use dates and times with the PBCC sales department no later than 14 days prior to the first event date.** Rental access usage fee is based on the usable purpose:

**Ice Only- \$41.00** (non-rental of space – ice is provided by PBCC Operational Staff)

**Level 1 - \$61.00** Kitchen is rented for food preparation, temporary use of the cooler/freezer, and access to ice.

**Level 2 - \$228.00** Items in *Level 1* plus, hot box, ice, dish washer, cooler/freezer, and steamtable.

**Level 3 - \$379.00 Full** access to all available kitchen equipment, plates and flatware.

**VI. FOOD TRUCK/VENDOR SALE (PER DAY USAGE)**

Vendor sales on PBCC grounds may be permitted on a case-by-case basis as approved by the Executive Director. A vendor's truck, trailer or tent must be properly maintained, secured, and properly licensed by the City of Pine Bluff. Permits such as those issued by the Health Department and City must be visible during operation. Parking designation shall be exclusively at the discretion of the Executive Director of the PBCC or designated management.

The daily permit cost is **\$220.00 for a self-contained vendor and \$275.00 if electrical connection is required from the PBCC.** *The \$2 per person facility meal rate is waived for this setup.* At all times you must maintain and keep your exterior serving areas clean, void of debris/litter, and liquids that contain oils that may stain or be harmful to natural vegetation.

**VII. FINAL NOTIFICATION AND CONFIRMATION**

As an approved caterer, you must provide the client's guaranteed number of people/meals contracted with your company. This number will be verified within 48 hours of the first event date.

**VIII. PAYMENT OF CATERER FEE**

Unless your catered function is paid for in advance, you will be invoiced immediately following each event. **The full balance is due and payable within 10-calendar days of the invoice date.** Payment may be made by check, money order, or credit card during normal business hours unless prior arrangements have been made and approved by the Executive Director or his/her designee of the Pine Bluff Convention Center. A credit card processing fee will apply.

- IX.** Caterer agrees to conduct its activities upon the PBCC premises in such a way not to endanger any person lawfully thereon and to defend, indemnify and save harmless City and PBCACC/PBCC against all loss, claim, cost, expense, or liability due to injury or damage to persons or property arising out of the activities conducted by the Caterer, Caterer's agents, or its guests. Minors are not allowed in the kitchen area and unsupervised areas where alcohol is stored. Kitchen equipment and floors are to be cleaned prior to final departure.

**BY SIGNING THIS AGREEMENT ON BEHALF OF THE CATERING BUSINESS, THE SIGNATORY CERTIFIES THAT HE/SHE HAS THE AUTHORITY TO BIND AND EXECUTE THIS AGREEMENT.**

**CATERER/FOOD VENDOR**

**PINE BLUFF CONVENTION CENTER**

Signature

Printed Name: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature

Barbara Dunn, PBCC Executive Director

DATE: \_\_\_\_\_



**2025 -2026**

## **CATERER/ FOOD VENDOR MINIMUM REQUIREMENT**

The business name must be the same on all documents.

### **[ ] BUSINESS LICENSE**

Issued by the city of Pine Bluff City Collector's Office.

**Expiration Date:** \_\_\_\_\_

### **[ ] CERTIFICATE OF LIABILITY INSURANCE**

Minimum requirements 1,000,000.00

**Food Trucks or trailers may require a different dollar amount.**

**Expiration Date:** \_\_\_\_\_

### **[ ] HEALTH PERMIT**

Issued by the Arkansas Department of Health

**Expiration Date:** \_\_\_\_\_

### **[ ] How you want to be listed and contacted on the PBCC Caterer's List**

Business Name:	_____	Contact Person
Mailing Address:	_____	_____
Phone Numbers:	_____	_____
Email Address:	_____	_____
Facebook/Website:	_____	_____

**I understand that it is my responsibility to provide to the Pine Bluff Convention Center the most current documents above to remain on the active caterer's list.**

**Your legible documents may be submitted in the following methods:**

- 1) In person or by mail to:**  
Sales Office  
Pine Bluff Convention Center  
One Convention Plaza  
Pine Bluff, AR 71601  
(870)536-7600
- 2) Email:** [pbinfo@pinebluff.com](mailto:pbinfo@pinebluff.com)
- 3) By facsimile (870)535-4867**