

Mountain View Manor

Caterer Service Policy and Agreement

- Company must be licensed by Washington State and a copy of current license needs to be on file with Mountain View Manor a minimum of four weeks prior to event.
- Commercial liability insurance needs to be in place at the appropriate levels for the size of the event being catered.
- All deliveries and set ups may only occur during the time the client has rented the facility for the event.
- Catering staff may pull vehicle up to the western side or front entrance of the property for unloading but then must move vehicle to designated guest parking area, see site map for details.
- While Mountain View Manor does provide an on-site dumpster located behind the catering tents, caterers or client must provide their own trash cans and trash bags (55-gallon) to be used during the event. Mountain View Manor has some 55-gallon trash cans available for use. ALL trash must be removed from the grounds and discarded in the provided dumpster or removed from the venue by the caterer or assigned help designated by the event coordinator and client.
- All rentals, plates, and glassware are to be properly broken-down and stored near the north parking lot for same night pick-up.
- Preparation areas, surfaces, and flooring must be cleaned thoroughly and sanitized with self-supplied cleaning chemicals. These areas should be left as clean as they were found prior to start of event.
- Absolutely no smoking in any areas other than the designated smoking area, see site plan for details.
- No dumping of any kind with the exception of ice or water in **proper drains and not on grass.**
- Extension cords must be provided by caterer. Food trucks and trailers must provide their own source of power (generator).
- Kitchen areas in Bridal Suites, Grooms Quarters, or Caretakers Home are off limits for use.**
- Last call will be no later than 8:30 PM.**
- It is strictly prohibited for the caterer representative to leave the grounds prior to checking in and receiving clearance by the Coordinator and Mountain View Manor Manager on duty. Failure to check in with both parties prior to departure will result in the client not receiving any portion of their damage deposit.

Caterer Signature

Catering Company

Date

Client Name

Date of Event

Client Initial: _____

Wedding Coordinator Initial: _____

MVM Initial _____

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