



# *catering* **POLICIES**

## **catering policies and procedures**

Thank you for choosing Infinity Park Event Center! You have the option to use one of the caterers on our list for your event. These caterers have experience working at Infinity Park, and have supplied all necessary documentation to the City of Glendale regarding insurance, sales tax licensing, and health inspection certificates.

You may also choose a caterer that is not on our list, requiring the following:

- Caterer must sign the Infinity Park Caterer Agreement.
- Caterer must provide proof of insurance, listing City of Glendale as an additional insured.
- An Infinity Park Kitchen Manager is required when a new caterer is contracted for an event at the Infinity Park Event Center. A Kitchen Manager fee of \$500 will apply, is non-refundable, and will be billed to Licensee.
- Caterer must provide proof of the health department inspection for the county in which its commissary is located.
- Caterer must obtain a sales tax license for the City of Glendale.

## **liquor requirement:**

Should you wish to have your catering company serve wine tableside with dinner, a contract between the caterer and Scrum Enterprises, the liquor license holder at Infinity Park, is required.

## **load in/out policies:**

Event Load-in/out must take place during the hours specified in the Facility Use Agreement and be completed no later than the specified time. Additional charges will apply to extend the hours for load-in/out.

# catering policies

- Caterer staff is required to stay throughout the event to manage food service, to clean and to strike, including the stacking of chairs. Failure to comply may result in a forfeiture of the Licensee Performance Deposit.
- Walkthrough by caterer and Infinity Park staff must occur at least 45 days prior to the event.
- Caterer's Certificate of Insurance, naming City of Glendale as an additional insured, is required.
- Caterer must provide proof of health inspection from the county in which their commissary is located.
- For events in the Conference Rooms or Try Club with 50 guests or less, food may be dropped off in disposable containers. Storage of drop off service items for later pick-up is prohibited.
- For events in the Conference Rooms or Try Club with more than 50 guests, a licensed caterer must be used. If that caterer does not wish to use the Infinity Park Event Center kitchen, a minimum \$50 housekeeping fee will be charged to the Licensee.

## approved on site caterers:

- biscuits and berries catering  
biscuitsandberries.com | 303.277.9677
- catering by design  
cateringbd.com | 303.781.5335
- epicurean catering  
epicureancg.com | 720.488.2153
- footers catering  
footerscatering.com | 303.762.1410
- occasions catering  
occasionsdenver.com | 303.789.1867
- relish catering and events  
relishcateringco.com | 303.727.9200
- serendipity catering  
serendipityfood.com | 303.561.3663
- three tomatoes  
threetomatoes.com | 303.433.3332
- la vie catering  
laviecatering.com | 303.210.9400



# *catering policies*

**catering company/ restaurant:** \_\_\_\_\_

**contact:** \_\_\_\_\_ **phone number:** \_\_\_\_\_

**client signature:** \_\_\_\_\_ **date:** \_\_\_\_\_

By signing, you agree to all policies included within.