

THIRD PARTY CATERING NOTICE

As a Third Party Caterer (TPC) at The Bell Tower on 34th, please take the time and familiarize yourself with the below policies and procedures that must be adhered to:

- The Bell Tower must be informed of the full scope and type of catering. TPC must provide a copy of the agreed upon Catering Proposal between Caterer & Client as soon as available, no later than 90 days before the event date.
- There is a 15% Service Charge to all TPCs, which is calculated on the subtotal of the food, labor and rentals of the client's contract with the TPC. This amount must be paid in full, by check, **2 weeks prior to the event**. *Caterer will not be allowed to load in or setup for the event if amount is not paid.*
- TPC may use The Bell Tower preparation areas for plating food. **The TPC will not be allowed to use The Bell Tower kitchen or kitchen equipment. The Bell Tower kitchen is off limits.**
- Unless otherwise agreed upon 30 days prior to the event, TPC must provide all culinary and service equipment such as cambros, hotboxes, buss tubs, serving utensils and serving pieces, to include plates, flatware and tableware for front of the house and back of the house service of the event. The Bell Tower may provide all glassware for bar service only.
- TPC may bring wait staff but they will be in addition to The Bell Tower wait staff. Caterers wait staff must be paid by caterer and included on caterers invoice. If needed, The Bell Tower can provide wait staff however, this must be arranged in advance and staffing fees will be applicable on the client's contract. The Bell Tower will provide all bartenders and bar staff as we hold TABC liquor license. The Bell Tower will always provide the cashiers, event manager, valet and security.
- All TPCs must be properly insured with a minimum of \$1,000,000.00 of general liability insurance and evidenced by supplying The Bell Tower with a copy of the completed certificate of insurance issued by insurance provider.
- TPC must provide proof of workers compensation coverage or equivalent; waivers will be accepted as a replacement.
- The Bell Tower Group LLC must be named as "additional insured".
- Insurance must be current on the date of the event.
- All TPCs must have current Department of Health & Human Services Food Managers Certificate and must provide a copy to The Bell Tower to keep on file.
- Under no circumstances will an uninsured Caterer be allowed to bring in food into The Bell Tower. No exceptions will be made to this policy, as this is a violation of Health Department.
- Delivery/Pickup Times should be made with your Event Planner.
 - All events are 2 hour load-in, 4 hour event time, 1 hour load-out.
 - There will be special cases where events are longer.
 - Regular daytime events are between 11am-4pm. 2 hour load-in starts at 9am. Load-out no later than 1 hour after event end time.
 - Regular evening events are between 6pm-2am. 2 Hour load-in starts at 4pm. Load-out no later than 1 hour after event end time.
- Loading Area is at the back of The Bell Tower. Please enter through the **Wood Service Gate Entrance**. Drive straight back past lions and around to your right.
- All safety and fire protection laws and regulations must be observed.



901 West 34th St.

713.868.BELL (2355)

- The TPC and client must be in compliance with all hygienic regulations, such as the HACCP guidelines, and conditions imposed by the Compliance Office of the Industrial Supervisory Office and the Department of Foods Monitoring and the Fire Department.
- TPC is responsible for the disposal of any leftover food. Leftover containers are the responsibility of the TPC and guests must sign the leftover food release form.
- The Bell Tower reserves the right to institute additional regulations for the approval and/or operation of a TPC for a Bell Tower event on an individual basis.
- The Bell Tower reserves the right to withdraw an approval of a TPC at any time. Examples of circumstances that would dictate this action are as follows but not limited to: false representation, fictitious information relayed in initial stages, does not abide by the guidelines set forth by The Bell Tower.
- **Absolutely no duct tape allowed.**
- **The Bell Tower does not provide extension cords.**
- All external catering services are precisely and visible to anyone considered as being "a third party catering service". The Preferred Vendors listed are subject to change at any time.
- \$500 refundable cleaning deposit is required no later than two weeks prior to the event.

THIRD PARTY CATERER NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____ ALTERNATE NUMBER: _____

EMAIL: _____

WEBSITE: _____

INSURANCE CARRIED BY: _____

CONTACT NAME: _____

PHONE NUMBER: _____

EMAIL: _____

- Please add The Bell Tower on 34th to your insurance & provide a copy to us.
- Please also provide us with a current copy of your Dept. of Health & Human Services Food Managers Certificate.

Received: _____	_____	_____
	Signature	Printed Name Date

Acknowledged: _____	_____	_____
	Signature	Printed Name Date

Agreed to: _____	_____	_____
	Signature	Printed Name Date

VENDOR POLICY

VENDORS :

- If you notice any damage to the facility, report it immediately.
- Bell Tower must have your insurance paperwork on file prior to the event. Insurance must be kept current.
- Bell Tower must have insurance of any and all subsequent suppliers and/or sub vendors.
- Each vendor is responsible for their own workers compensation and taxes.
- Payments will not be released to vendors without a W-9 on file with us.
- Employees and staff need to be in a uniform during an event. No jeans, or t-shirts.
- Vendors are required to clean up when your part of the event is completed.
- Fireworks/Snow/Fog/Sparklers all require special permission by Bell Tower Management.

SETUP:

- Do not load in at the front door. *(even if it is 2-3 hrs before the event starts)*
- All Vendors need to load in at the back of the facility. Do not use Valet parking or park in the front areas.
- All vendor employees and staff must park in the far back parking lot as far in the back as possible.
- Tall Vehicles are not allowed in the main front driveway. You must check in at the office or call ahead to have the service gate opened for you.
- If the gates are closed, please remain on the street side with the hazards on, while you request the gate be opened for you.
- Use of Duct tape is NOT allowed at the Bell Tower.
- Bell Tower does not provide safety pins, velcro, tape, extension cords, printing copies, staples, pens, or any other supplies for vendors.
- Attaching anything to the building walls ceiling or floor must be pre-approved.

DURING THE EVENT:

- Use of alcohol by vendors or staff members during an event is not allowed.
- Vendors may not smoke in front of guests.
- Hourly paid vendors and/or wait staff need to clock in and clock out in order to get paid.
- Trash is not to be carried through the Ballroom during an event.

BREAKDOWN:

- Do not leave items over night.
- Items need to be removed within the 1 hour allocated load out/cleanup time unless otherwise pre-approved.
- All trash is to be taken to and placed inside of the dumpsters.