

CATERER CONTRACT

Name of Party _____ Scheduled Date _____

Reception Room _____ Scheduled Event Time _____

Caterer's Entry Time _____ Work Space Assigned _____

1. Riverland Hills Baptist Church strives to provide a pleasant atmosphere for every member of the wedding party. We regret that we are not always able to meet every need or fulfill every desire. We appreciate your kind consideration of other wedding parties or events as we all seek to make your reception a day to remember for the bride and groom.
2. Each wedding with a reception scheduled at Riverland Hills Baptist Church is assigned a six-hour block of time. Caterers are required to fit their schedule into this six-hour block. Caterers may enter the building no earlier than three hours before the scheduled time of the wedding. Caterers must be completed and out of the reception area within three hours following the scheduled time of the wedding.
3. Each caterer is responsible for using only the space assigned to him or her, even if they are the only caterer in the kitchen at the time. In all probability the other space has been assigned for later use and must be kept clear. In addition, a Riverland Hills kitchen staff person will be assigned to each caterer.
4. Caterers must provide their own linens, dishes, silverware, punch bowls, utensils, etc. We regret that we cannot provide these items for your use.
5. An oven, refrigerator space, sink space and a tabletop workspace will be assigned to each caterer. These are the only items for your use.
6. Each caterer is responsible for insuring that his or her assigned workspace is left clean. Ovens, refrigerators, workspaces, sinks and floors are the responsibility of the caterer to clean before leaving. Please be mindful that dishes should be pre-rinsed at the garbage disposal prior to placement in the 3 compartment sink.
7. **SMOKING IS NOT PERMITTED ANYWHERE IN THE BUILDINGS, INCLUDING RESTROOMS AND KITCHENS, OF RIVERLAND HILLS BAPTIST CHURCH.**
8. **ALCOHOL OR CONTROLLED SUBSTANCES ARE NOT PERMITTED TO BE SERVED OR CONSUMED IN THE BUILDINGS OR ON THE GROUNDS OF RIVERLAND HILLS BAPTIST CHURCH. IF ALCOHOL OR CONTROLLED SUBSTANCES ARE BEING SERVED OR CONSUMED IN CONJUNCTION WITH A WEDDING OR RECEPTION, THE CHURCH RESERVES THE RIGHT TO TAKE THOSE STEPS NECESSARY TO PROHIBIT THIS PRACTICE, INCLUDING VOIDING THE CONTRACT AND CANCELLING THE WEDDING OR RECEPTION AT ANY POINT IN THE WEDDING OR RECEPTION. RIVERLAND HILLS BAPTIST CHURCH WILL NOT BE RESPONSIBLE FOR ANY INCONVENIENCE OR DAMAGES BROUGHT ABOUT BY THESE ACTIONS, INCLUDING CANCELLATION, SINCE A SPECIFIC POLICY AND CONTRACT HAS BEEN VIOLATED.**
9. The caterer stipulates that they have read the Wedding Policies of Riverland Hills Baptist Church and agree to abide by those policies in addition to the conditions of this contract. The caterer understands they will be responsible for damage to the buildings, equipment and furnishings of Riverland Hills Baptist Church that result from their failure to abide by these policies and contract or their negligence.

Caterer's Signature _____ Phone _____

Church Signature _____ Phone _____