

Catering Guidelines - Moton Museum

- The caterer is responsible for adhering to all museum policies.
- If requested by Museum staff the caterer and renter are required to attend a pre-event meeting to discuss details for the event.
- The caterer must provide a Certificate of Insurance (Guidelines listed below) and a copy of their current Health Department permit 14 days prior to the event.
- The caterer should make sure that all prep and storage space is cleaned and returned to pre-use condition at the conclusion of the event.
- Know that prep and storage space is limited. All cooking should be done off-site. This small space is intended to heat and store food until it is served to the public.
- The Moton Museum does not provide staff to service buffet lines, set-up or breakdown of catering equipment. This is the responsibility of the caterer at the renter's expense. Caterer is responsible for all non-museum related set-ups.
- If alcohol is to be served then a permit is required and must be obtained by the caterer or client and displayed at the event. Evidence of Liquor Liability coverage must be included with Certificate of Insurance. Police presence is automatically required for events where alcohol is served.
- The Moton Museum does not provide linen. Caterer and renter are responsible for this.

Before the Event:

- All deliveries must be coordinated with the Guest Services Coordinator and occur during the times that are convenient to the operation of the Moton Museum.
- Catering staff and other vendors may only be in the Museum space during the times specified in the agreement signed by the event organizer.

- Parking is limited; vendor vehicles may use the main museum parking lot to drop-off and pick-up items. While the event is in progress the caterer should use the designated spaces in the Southgate Shopping Center lot to park their vehicle.

During the Event:

- If spillage occurs, the Caterer must clean and mop the area to avoid damage/injury.
- As trash containers become full, they must be removed to the appropriate dumpsters and re-bagged. The event staff will articulate the appropriate area prior to the event.
- No food or drink is allowed in the Permanent Exhibit space.

After the Event:

- Thoroughly wipe down and sanitize counter tops and tables used.
- Remove all containers from the refrigerator, oven and tabletops.
- Do not dump food or grease into the sink.
- Sweep and damp mop kitchen floor and function areas.
- All trash must be placed in the appropriate areas designated by staff.

Only fully licensed and insured caterers may be used by the renter at the Moton Museum. Caterer must provide a current Certificate of Insurance providing proof of Comprehensive General Liability Insurance providing a minimum limit of \$1,000,000 for bodily injury and property damage, including but not limited to the caterer being liable for any food served. If alcohol is provided, evidence of Liquor Liability coverage must be included with Certificate of Insurance. The insurance policy must name the Moton Museum as additional insured. Caterer's Certificate of Insurance must be filed with the Guest Services Coordinator (14) days prior to event. If proof of insurance is not received prior to event, the Moton Museum will refuse Caterer access to the premises unless prior arrangements have been approved by the museum.

Caterer agrees to defend, indemnify and hold harmless the Moton Museum, its directors, officers, agents, representatives and employees, and each of their successors and assigns, individually and collectively, from and against costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or

otherwise, caused, brought or recovered against any of the above that may arise from or during or be alleged to be caused by the Caterer's use/occupancy of facilities, furniture or equipment.