Shawnee Town Hall
Caterer Information Sheet

Name of Caterer ____________________________________________________________

Address of Caterer __________________________________________________________

City _______________________________________ State __________ Zip ______________

Phone Number of Caterer ___________________________________________________

Caterer Arrival Time _______________________ Estimated Departure Time _____________

Name of Client ____________________________________________________________

Pertinent Town Hall Policies:

1. The caterer cannot enter the Town Hall until the time designated on the client’s agreement. The client will be charged $75 for every 15 minutes the caterer is in the building before or after the time allotted in the agreement.

2. Absolutely no confetti of any kind is allowed inside the Town Hall.

3. No open flames are allowed. Candles must be enclosed in a votive or hurricane glass.

4. If the kitchen is used for food preparation it must be cleaned, before the client signs their Rental Exit Form. Trash cans and liners will be provided, however cleaning supplies are not.

5. The client is the contact person for the event, not Shawnee Parks and Recreation.

Shawnee Parks and Recreation is not responsible for any policy violations by the caterer or client. I understand the above policies and I am aware that if any of these policies are violated the client will be charged accordingly.

Signature of Client Date

Signature of Caterer Date

Client Printed name ________________________________

Date of Reservation ________________________________

I will not be using a caterer for this event ________