



Lakeway Activity Center

105 Cross Creek
Lakeway, TX 78734
512/261-1010 • Fax: 512/261-5033

REQUEST FOR CATERING SERVICES AT LAKEWAY ACTIVITY CENTER

Name of Catering Service _____

Name of Owner/Operator _____

Address _____ Phone # _____

Fax # _____ e-mail _____

No. of yrs. in catering business _____ no./yrs in current service _____

What type of catering do you provide (food) _____

List any specialties you may have (food) _____

Beverage services (types) _____

Min. # of people _____ / Max. # of people _____ you will cater for.

Number of employees you currently have working for your business _____

Please list the types of insurance coverage you have _____

(ATTACH A COPY OF YOUR CURRENT INSURANCE POLICY FOR YOUR CATERING SERVICE WITH THIS REQUEST FORM)

Liquor Service: Can you provide a full-service liquor service for an event _____ Yes _____ No

Mixed Beverages _____ (y/n) Beer _____ (y/n) Wine _____ (y/n)

Do your alcohol servers have training? _____ Yes _____ No

(ATTACH A COPY OF YOUR LIQUOR LIABILITY INSURANCE POLICY FOR YOUR CATERING SERVICE/BUSINESS)

*** Please include a copy of your current menu, a price list for your services and a copy of your current health permit for your business.**

NOTE: ONLY CATERERS THAT ARE ON THE CITY OF LAKEWAY'S APPROVED CATERER'S LIST WILL BE ALLOWED TO PROVIDE SERVICE TO THE LAKEWAY ACTIVITY CENTER.

Please see Caterer Requirements and Payment information on the attached sheet.

Date

Signature of Owner/Operator

10/27/10

CATERER REQUIREMENTS AND PAYMENTS

Food Service:

Except as approved by the Center Manager, only approved caterers may use the Center's kitchen facilities.

- Any food items provided to the general public will be subject to the Food Service and Food Product Ordinance for the City, and any other local and state laws pertaining to food service must be adhered to.
- Lessee may rent the kitchen and provide their own caterer. Caterers will have the use of the Center's kitchen. All caterers must be selected from the City's Approved Caterers List. Caterers not on such list must be approved on a one-time basis by the Center Manager or her designee.
- All caterers/lessees using the kitchen will be responsible for removal of all trash and placing it in the dumpster provided.
- Lessees/caterers using the Center's dinnerware, flatware, or glassware will be required to thoroughly pre-wash all items. Any breakage/loss will be billed to the lessee.

Failure to follow these procedures will result in a \$200 clean up fee being added to the lessee's bill.

- The ice machine located in the main kitchen area may be used by caterers, however the machine is solely for supplemental purposes and is not intended to be primary source of ice supply for an event. Individuals and caterers are responsible for their own ice supplies.
- All events using the Activity Center's dinnerware, flatware or glassware are required to use the Activity Center's dishwashers to ensure accountability and cleanliness.

Alcohol Services:

If Lessee wishes to **sell** alcoholic beverages at their event, they must select a vendor from the City's Alcohol Vendor List. Anytime alcohol is sold to the general public at the Center and the event is ticketed, the City will receive \$75 or \$2.00 per person whichever is greater from the Alcohol Vendor, in addition to any catering charge for food services. On a non-ticketed event, the City will receive \$25 an hour from the Alcohol Vendor if beer/wine is served or \$50 an hour when all forms of alcohol are served. The Alcohol Vendor shall provide proof of liability insurance acceptable to the City that includes coverage for liquor-related liability and names the City as an additional insured. All local and state laws pertaining to alcoholic beverages must be adhered to. Payment for the amount owed is due within fifteen (15) days after the event. Payments received after the fifteen (15) days will be assessed a late fee of \$10.00 per day. If payment is not received after thirty (30)

days, the vendor 's right to use the Center will be canceled. Reinstatement of vendor's privileges will require full payment of outstanding balances and approval of the Center Manager. Vendors not on the Alcohol Vendor List must be approved on a one- time basis by the Center Manager or his designee.

If Lessee intends to serve alcoholic beverages at an event, but will not sell such beverages, the following shall apply: The City reserves the right to require that a vendor chosen from the City's Alcohol Vendor List be engaged by Lessee to serve such beverages. The City shall consider such factors as the number of attendees, any publicity given for the event, and the type of event in determining whether to require the use of such a Vendor. Whether or not such a Vendor is required, the Lessee shall sign documents releasing and holding the City harmless from any and all damage, and indemnifying the City from any claims or damages arising out of the service of alcohol at the event. The Lessee shall be responsible to monitor and control the use of alcohol at the event, and shall promote the use of designated drivers and/or taxicabs as necessary. Lessee shall comply with all applicable law pertaining to the use of alcoholic beverages, and shall be responsible to ensure compliance by all those in attendance at the event.

Alcohol vendors may bring their own glassware; however if the Center's glassware is used, the fee is \$2.00 per glass which includes Center personnel washing these glasses after the event. After use, vendors will clean tables, and stack all glassware in portable dishwasher racks provided by the Center.