

**External Catering Policy**

**Function Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To Whom It May Concern:

ByPeterandPauls.com is equipped to service all of our client’s food and beverage event requirements. We appreciate however that circumstances may arise in which our clients may prefer to contract an external caterer to provide the culinary component of their event. The client’s external caterer must be pre-approved by the venues Executive Chef in order to be granted clearance to provide such catering services. In order to grant such an arrangement, the client’s caterer is required to adhere to the following terms:

1. ByPeterandPauls.com requires detailed contact information from the caterer to include the caterer’s business name, the business address & two contact numbers (to include the business and a personal cell phone number).
2. ByPeterandPauls.com may require a complimentary tasting to be provided from the proposed caterer in question (the complimentary tasting request is at the discretion of the venues Executive Chef). This will assist with our evaluation of the quality of the food as it is imperative the caterer’s product is in accordance with our uncompromising standards to ensure we do not hinder the quality of our guest’s experience.
3. The following criteria is required from the proposed caterer: How many people will be working the event on behalf of the caterer? What will their attire be? What time can we expect the caterer to arrive on site and what time can we expect the caterer to depart? What kitchen space and/or kitchen equipment will the caterer require access to? Will the caterer be providing rentals or will they be using our in-house supplies?
4. In accordance with our service standards, external caterers may be required to provide proof of insurance, food safety handling certification, Ontario health inspection records, etc.

Externally catered events are subject to a $5.00 per person (+ tax or + admin + tax where applicable) “External Caterer Fee” to be billed directly on the client’s final summary of charges. The fee is charged to cover the caterer’s use of our facility to include water, hydro, use of our kitchen equipment, cleaning fees, etc.

The client’s caterer is required to provide appropriate signage noting the food has been provided by an external source for the event.

ByPeterandPauls.com upholds the highest standards for our product and services. Our company image and brand recognition is of the upmost importance to us. Thus the purpose of this procedure is to protect our reputation but furthermore to protect the liability that may apply should someone suffer ill effects from such outsourced food. Our insurance policy further directs that they will cover no such liability.

The client will accept all responsibility and liability for the agreed upon food arrangements with their external supplier.

Please note, byPeterandPauls.com reserves the right to revoke this offer at any time. In accordance with our esteemed standards alongside our health and safety obligations, this agreement may be denied without prior notice at the discretion of the byPeterandPauls.com management team in which case alternative catering arrangements will be offered.

***Caterers Authorized Signatures***

*Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_*

***byPeterandPauls.com***

*Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_*

***Itemized Record of Approved Catering Services***

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*Revised February 19th, 2017 Diane Kolodziej*