

COLUMBIA GORGE DISCOVERY CENTER & MUSEUM

5000 Discovery Drive, The Dalles OR 97058 • www.gorgediscovery.org • 541-296-8600

Event Coordinator: 541-296-8600, ext. 202 • events@gorgediscovery.org

outside catering agreement

THIS AGREEMENT is made as of this _____ day of _____, year _____,
between COLUMBIA GORGE DISCOVERY CENTER & MUSEUM and _____

hereinafter referred to as "Caterer."

Caterer: _____

Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____ FAX: _____

E-mail: _____

Event: _____

Date: _____ Time: _____

AGREEMENT

Columbia Gorge Discovery Center and Caterer desire to enter into an agreement for the catering of food and/or beverages by Caterer at Columbia Gorge Discovery Center to the terms and conditions provided herein. Therefore each of the parties intending to be legally bound hereby, mutually agree as follows:

FEES

- Caterer agrees to pay Columbia Gorge Discovery Center \$350.00 for use of the kitchen to include ovens, dishwasher and counters. This to exclude the use of all cookware, knives and kitchen devices
 - Caterer agrees to pay Columbia Gorge Discovery Center \$150.00 for use of the kitchen counters only
 - Caterer agrees to utilize the café and/or hallway as staging areas and will not make use of the kitchen or any supplies therein
 - Caterer agrees to pay Columbia Gorge Discovery Center \$3.50 per person to rent place setting to include dinner plate, 4-piece flatware, water goblet, and coffee cup
1. Caterer is required to display signage indicating their business name as the sole provider of the food.
 2. Caterer will at its own cost provide all necessary personnel, material and equipment to properly and completely clean Columbia Gorge Discovery Center's kitchen. The kitchen floor is to be swept and damp-mopped by caterer. Caterer will place all refuse in plastic bags and deposit same in Columbia Gorge Discovery Center's dumpsters.

outside catering agreement (continued)

3. Caterer agrees to supply at its own cost all food and beverages, dishes, cutlery, silverware, glassware and other utensils and equipment necessary to be used in connection with the catering of the above event, unless other arrangements are made with the Event Coordinator.
4. Caterer agrees to provide quality food and beverages, use and employ courteous, efficient and capable catering help and perform all catering services in conformity with hospitality standards and in coordination with Columbia Gorge Discovery Center's staff.
5. Deliveries will be accepted on the day of the event only. Arrangements must be made in advance for delivery acceptance. Set up may not begin until 3:00 of the day of the event unless otherwise arranged with the Event Coordinator.
6. The museum is unable to guarantee refrigeration or freezer space.
7. If utilizing the kitchen, the Caterer will properly maintain, conduct and keep Columbia Gorge Discovery Center's kitchen, accessories, equipment, utensils, tables and chairs in good order and repair as the are now, except for reasonable wear and tear and damage by accidental fire or other casualty not occurring through negligence of caterer. Should repairs in or to Columbia Gorge Discovery Center's kitchen, accessories, equipment, utensils or the like, be necessary by reason of negligence of the Caterer or those employed by or acting on its behalf, Caterer will pay for the cost of such repairs and/or replacement.
8. Caterer will be responsible for and does hereby relieve, release and indemnify the Columbia Gorge Discovery Center for all costs, damages, liabilities and expenses (including attorney fees) by reason of any injury or damage to any person or property upon Columbia Gorge Discovery Center occupied and used by Caterer where such injury or damage was caused by or as a result of the acts or failure to act of caterer, its staff and/or employees, including but not limited to any liability arising out of the service of alcoholic beverages. Caterer will have one of its management or supervisory personnel present at all events it caters at Columbia Gorge Discovery Center to properly supervise its staff and employees. Columbia Gorge Discovery Center will not be liable or responsible to Caterer or to anyone else by reason of theft, disappearance or damage sustained by Caterer or others in connection with the use or storage of items at Columbia Gorge Discovery Center.
9. Caterer will at its own expense obtain all necessary licenses required in connection with the performance of this Agreement, comply with all state statutes and local ordinances in connection with the preparation, storage and service of food and alcoholic beverages, and hold the Columbia Gorge Discovery Center harmless for any violation thereof.
10. No property or equipment belonging to Columbia Gorge Discovery Center may be removed from Columbia Gorge Discovery Center by Caterer or any of its employees. Caterer will reimburse Columbia Gorge Discovery Center 150% of the replacement cost of removed property or equipment which is not returned within two working days after being asked to do so.

outside catering agreement (continued)

11. Columbia Gorge Discovery Center will not be liable for any damage, loss, compensation or claim by reason of inconvenience to Caterer or any of its customers if the same is due to circumstances beyond the control of Columbia Gorge Discovery Center, including but not limited to:
 - a. the failure of Columbia Gorge Discovery Center to supply water or electricity;
 - b. the breakdown in or mechanical failure of the air conditioning, or heating equipment or any kitchen equipment;
 - c. the necessity to repair any portion of the building
 - d. the interruption in the use of Columbia Gorge Discovery Center; or
 - e. destruction of Columbia Gorge Discovery Center
12. Caterer will be bound by all of the Catering rules and regulations of Columbia Gorge Discovery Center pertaining to the delivery, maintenance, preparation and service of food, supplies and equipment and facilities. These rules and regulations may be reasonably changed, amended or increased at the sole discretion of Columbia Gorge Discovery Center and its management.

ALCOHOLIC BEVERAGES:

1. In the event Caterer provides its patrons and their guests with alcoholic beverages, Caterer will comply with all state and local laws. Caterer will not serve any alcoholic beverages to any minor or any person that is visibly intoxicated.
2. Caterer will make available to Columbia Gorge Discovery Center copies of OLCC off-site liquor licenses and all service permits for staff.

Upon completion of the event, Caterer will meet with Event Coordinator or designee to walk through kitchen/facility.

I have read and agree to the above information.

CATERER Date: _____

COLUMBIA GORGE DISCOVERY CENTER & MUSEUM
EVENT COORDINATOR Date: _____