

## RULES AND REGULATIONS FOR CATERERS

These rules and regulations are to be followed by all caterers and their help while performing catering duties on the premises of the Gerald R. Ford Museum.

- 1) Caterer will be responsible for the entire set up of reception, including the provision of tables, chairs, ice and other items. Candles and balloons are not allowed.
- 2) Caterer will be allowed to bring materials into the Museum anytime on the day of the event. All materials must be removed by the following morning. All items should be carried in or brought in on carts to prevent marring the floors.
- 3) Caterer may begin set up in the Museum lobby after 4:30 pm on the day of the event. Plan to remove all tables and other items in public areas immediately after the event.
- 4) Caterer may prepare food in the kitchen area only. We prohibit the use of temporary ovens or other kitchen equipment elsewhere in the Museum or within 30 feet of outside walls.
- 5) Museum cupboards and drawers are off limits--for Museum use only. If you need something please ask a Museum representative.
- 6) Caterer will provide table covering and skirting.
- 7) Caterer will provide all utensils to perform their job. (THIS INCLUDES BUT IS NOT LIMITED TO...Silverware, serving spoons, can opener, extension cords, bowls, aluminum foil, coffee pot and/or pitchers.)
- 8) Caterer will be responsible for cleanup of kitchen area as well as the serving area. **Caterer will be billed if clean up is not performed, at a rate of \$50.00 per hour (Minimum charge of \$100).**
- 9) Caterer should provide cleaning supplies. (THIS INCLUDES BUT IS NOT LIMITED TO...Dish soap, trash bags and paper towels)

Certification: I CERTIFY that I understand and agree to abide by these Rules and Regulations.

Signature of Authorized Representative

Date