



Food Service Authorization Form

Caterer Contract

THIS FORM MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO YOUR EVENT IF A CATERER WILL SERVE ANY FOOD OR BEVERAGE. FAILURE TO DO SO WILL RESULT IN DENYING THE CATERING COMPANY ACCESS TO PARK GROUNDS.

Renter Name: _____ Event Location: _____

Event Date: _____ Event Time: _____ - _____

Catering Company: _____

Catering Company Contact: _____ Phone: _____ Fax: _____

Catering Company On-Site Contact (during event): _____ Phone: _____

Description of Catering Company Services: _____

*Attach copy of Caterer's insurance.

Catering Company Insurance Requirements:

City of Lilburn must be listed as additionally insured on all policies as: City of Lilburn
340 Main Street
Lilburn, GA 30047

Policy Effective Date: _____ Policy Expiration Date: _____

1. Comprehensive General Liability Insurance
 - a) \$500,000 limit of liability per occurrence for bodily injury and property damage.
 - b) Blanket Contractual Liability (defined in the standard general liability policy).
 - c) Products/Complete Operations Insurance (provides coverage if someone became sick from eating the food that the catering company prepared).
 - d) Personal Injury Coverage (provides coverage for slander, libel, defamation, etc.. does not apply to bodily injury or property damage).

2. Workers Compensation Insurance and Employers' Liability
 - a) Bodily Injury by Accident - \$100,000 each accident
 - b) Bodily Injury by Disease - \$500,000 each employee
 - c) Bodily Injury by Disease - \$500,000 policy limit

3. Auto Liability (only required if auto is on premises)
 - a) \$500,000 limit of liability per occurrence for bodily injury and property damage.
 - b) Comprehensive from covering all owned, non-owned and hired vehicles



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Usage Policy

PLEASE INITIAL ON EACH LINE TO SHOW THAT YOU HAVE READ AND UNDERSTAND EACH STATEMENT

- Catering companies must have required insurance as stated above and must list the City of Lilburn as co-insured. Failure to submit this form and the necessary insurance at least two (2) weeks prior to the rental will result in denying the catering company access to park grounds.

- All set up, break down and clean up must be included in the rental time and must not exceed the before or after contracted rental hours. If rental hours are exceeded, an hourly fee based on the rental fee will be assessed for any hour or portion of an hour over the contracted rental time:
 - a) Set up includes decorating and arranging tables and chairs for the event. There will be no access to the facility prior to the contracted rental time as stated above.

- Clean up of the pavilion is the responsibility of the **(check one)**: Renter Caterer and includes the following:
 - a) Sweep or blow off dirt from under pavilion.
 - b) Hose down any sticky substance left on floor or tables etc.
 - c) Insure all decorations are removed from the pavilion.
 - d) Put all trash in cans and removal of trash to dumpster located at City Maintenance Building, 107 Railroad Avenue.

- A Park Attendant from City of Lilburn Parks & Recreation may be on site from start to finish of the rental. The attendant will assist the catering company with any problems associated with the rental including electrical needs and access to water hook ups. The attendant has access to locked gates and cleaning supplies needed to clean at the conclusion of the rental. The Park Attendant may be reached during the rental at 678-361-0179.

Renter's Signature

Catering Company Contact's Signature

In case of cancellation due to bad weather, family emergencies and/or issues with the rental, contact the Park Attendant at 678-361-0179. **IN CASE OF A LIFE THREATENING EMERGENCY, CALL THE POLICE DEPARTMENT AT 911.**