

1. If alcohol will be served at the event refer to the Alcohol Policy in addition to the Food Catering Policy.
2. The catering kitchen at the Hopkins Center for the Arts is intended for catering purposes only. This area is not intended to be used for cooking of any food products.
3. The following products are prohibited in the Hopkins Center for the Arts:
 - Red punch
 - Popcorn
 - Chewing Gum
4. Hopkins Center for the Arts participates in waste reduction and recycling initiatives. If disposable items such as plates or cups are necessary, use only paper or compostable products.
5. Please note that trash separation containers on site include: Single Stream recycling of glass, plastic, or aluminum beverage containers and office paper; Trash, which includes plastic or Styrofoam items.
6. Catering areas must be left in a clean condition following each event. All refuse must be removed and placed in the dumpster in the alley outside the northeast door.
7. Food and beverages must be kept in the rented room or space. Food and beverages are not allowed in the theater or dance studio.
8. Caterers are responsible for all table coverings. Caterers are also expected to provide all plates, silverware, and glassware for tables.
9. All loading and unloading must be done in the designated loading zone. The loading zone is not a parking area. All trucks must be unloaded and then parked in a designated parking zone.
10. Deliveries of supplies must be approved by and arranged with the Scheduling Coordinator.
11. Supplies must be removed by the rental end time unless approved by and arranged with the Scheduling Coordinator.
12. The Hopkins Center for the Arts and the City of Hopkins are not responsible for articles left unattended or overnight.
13. All requests to use the lobby for catering must be approved in writing. The Hopkins Center for the Arts reserves the right to coordinate and determine the number and placement of catering stations in the lobby or other common use areas. Requests to use the lobby for catering stations must be made in writing 30 days prior to the event.

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14. The Hopkins Center for the Arts is a non-smoking facility. The caterer's employees will abide by this policy and smoke only in the designated smoking area.
15. A food and beverage fee of \$50 is applied when there is a catered meal in the Jaycee Studio or the John Ireland Community Room. Use of the Kitchen is included in this price.
16. Renting Organizations/Individuals that wish to bring bagged or boxed lunches or commercially prepared trays do not have a fee. If the Renting Organization/Individual would like to use the kitchen when serving boxed or bagged lunches or commercially prepared trays they may rent the kitchen for a fee.
17. The fee for concession carts in the lobby or other common use areas is \$15.00 per 2-hour period. This fee applies to all users without regard to if the station is for sale, service, or demonstration.
18. All payments must be made prior to the start of the event.
19. The caterer shall comply with all laws and regulations related to the preparation and disposal of food and shall procure at its expense all permits and licenses required by law or regulation for the operation of catering services. **The caterer will furnish the Hopkins Center for the Arts with a copy of these permits or licenses.**
20. The caterer agrees that it will at all times have, and keep in force, at its expense, workers' compensation and employers' liability, automobile liability, and professional liability insurance covering any injury caused by any act or omission on the part of the caterer in the performance of or with relation to any of the work or services provided to be performed or furnished by the caterer. **The caterer will furnish the Hopkins Center for the Arts with a copy of its certificate of liability insurance.**
21. The caterer shall be deemed to be an independent contractor and not an employee of the Hopkins Center for the Arts, or the City of Hopkins. Any and all agents, servants, or employees of the contractor or other persons, while engaged in the performance of any work or services required to be performed by the Hopkins Center for the Arts, or the City of Hopkins, its agents, servants, employees or other persons, shall in no way be the obligation or responsibility of the Hopkins Center for the Arts, or the City of Hopkins. The contractor, its agents, servants, or employees shall be entitled to none of the rights, privileges or benefits of the Hopkins Center for the Arts or the City of Hopkins.
22. The caterer further agrees to defend and hold harmless, the Hopkins Center for the Arts and the City of Hopkins, from any claims, demands, actions or causes, or action arising out of any performance of or with relation to any of the work or services provided to be performed or furnished by the caterer under the terms of this agreement.