

CATERER'S RESPONSIBILITIES FORM

The City of Salem operates Old Town Hall as a historic and memorable setting for special events. The City's first concern is the preservation and protection of Old Town Hall and its contents, and thus asks that caterers adhere to the following guidelines:

Licensing:

All food service must comply with all City and State laws, as well as carry up-to-date city and state Catering and Liquor licenses in order to serve at the Hall. All permits and licenses are the responsibility of the renter and their third part contractors. A copy of your current catering license and Serve Safe Certificate must be provided to the city. Failure to secure required permits and provide copies to the Senior Planner of Arts & Culture at least two weeks prior to your event will result in a cancelation of your event. If alcohol is served, a one-day liquor license must be obtained from the City of Salem Licensing Department. Most all City of Salem Permits & Licenses can be applied for online at the following link:

<https://salem.viewpointcloud.com>

Insurance:

The caterer must have bonded staff. A certificate of insurance naming the City of Salem and listing the date of the event is required, showing a minimum of \$500,000 general liability and liquor liability coverage of \$500,000 per person, \$1,000,000 per occurrence. This COI must be provided to the City at least 30 days prior to the event or the renter may be asked to select another caterer or cancel the event.

Alcohol Service:

Coordination of bar service is the responsibility of the caterer. Bar service may not exceed 5 hours. No self-service is permitted, nor may bottles be placed on dining tables. Bars must be staffed at all times. If there is a question of legal age, the bartender must check IDs. No cash should be exchanged for alcoholic beverages unless the proper license is obtained from the city. The City requires a police detail be present at any events serving alcohol.

Deliveries and Rentals:

Caterers may set-up the day of the event only within the rental timeframe unless otherwise arranged with the City in advance. The Caterer is responsible for making arrangements with the City at least 2 weeks in advance to schedule all deliveries, including food, liquor, flowers, ice and furnishings. All rentals should be set-up and removed from Old Town Hall on the day of the event. Any items remaining after the event may be disposed of or considered property of the City of Salem.

Food Preparation:

- **There is no kitchen at Old Town Hall.** Caterers may request a vehicle permit from the City, to park alongside the building for food preparation during events, if needed.
- If a caterer or renter intends to use any outdoor equipment (tent, stove, grill, propane tanks, vehicles), all must be approved by the in advance and the renter must obtain the appropriate corresponding permits from the City of Salem one month prior to the event.
 - Vehicle Permits are required for every vehicle you intend to park adjacent to the building for catering services, they are \$15/day and can be arranged by emailing asullaway@salem.com
 - Tent Permits are required for anything larger than 10'x10' and may be secured from the Building Department.
 - Propane permits are required for anything using propane and may be secured from the Fire Department's Office of Fire Prevention. Fire Prevents can be reached at 978-745-7777
 - No permits are required for a charcoal grill, but you must contact the Office of Fire Prevention to describe plan and outline how you will keep the public away from your cooking set up. Fire Prevents can be reached at 978-745-7777

- No flammable gas (propane, butane, etc.), Sterno or other open flames are allowed in the building for any reason at any time. However, electronic heating methods are permitted under direct supervision - permission must be requested in advance.

Setting Up:

- For the protection of floors all tables and equipment must be carried, not pushed or drug across the floor.
- Mats must be used behind all bars and in areas of food preparation. Please note that mats should have a flat back surface so as to not damage floors. All ice buckets or items that condensate should be placed on waterproof mats NOT directly on the floor.
- No smoking is permitted within the Old Town Hall. Please do not place ashtrays within the building.
- Candles with live flame are not allowed!
- Do NOT adhere anything to the walls or floors of the building using any method.

Clean Up:

- Catering staff must clean all areas where food was prepared or consumed. This includes wiping all surfaces, removing all decorations, disposing of all trash etc.
- The building must be left in the same condition as it was found. All trash and other waste must be bagged appropriately and placed in the provided large trash totes in the rear foyer of the 1st floor. Failure to dispose of trash and recycling appreciate will result in an automatic forfeiture of your security deposits.
- No liquids should be dumped in the trash. No food items should be put in any sinks or toilets. All food items and other trash must be placed IN BAGS before putting in the large, provided bins. All recycling should be clean and dry and placed directly into the provide recycling containers. All boxes should be broken down prior to recycling.

The City of Salem reserves the right to refuse a caterer and/or bar them from future use of Old Town Hall if they fail to meet these regulations and those outlined in our "Function Facts, Rules, & Regulations "document.

I the undersigned, here by to attest that I have read the above rules, as well as the City's "Function Facts, Rules, & Regulations "document and agree to abide all regulations as outlined.

Signature: _____ Date: _____

Print Name: _____ Company Name: _____

Phone Number: _____ Email: _____

Event Name & Date: _____

FYI - Food Service for Renters and Caterers Checklist:

- Caterer's Responsibilities Form
- Catering Permit from the City of Salem Licenses Board
- Liquor Permit from the City of Salem as well as Commonwealth of Massachusetts Liquor License and Permit, if alcohol will be served or sold at the event. Both of which can be obtained through the City of Salem Licenses Board
- Vehicle Permit from the City of Salem, if cater will need to park near the building for food service
- Salem Police Detail - must be hired by renter/caterer if alcohol is served. Salem PD: 978-744-0171
- Salem Fire Detail - must be hired by renter/caterer, if alcohol is served and 100 or more people are present at the event. Salem FD: 978-744-1235
- Propane Permit if cooking outside from the Salem Fire Department: 978.744.1235
- Permit for the Use of Derby Square, if needed