Shawnee Town Hall
Caterer Information Sheet

Name of Caterer _____

Address of Caterer _____

City _____ State _____ Zip _____

Phone Number of Caterer _____

Caterer Arrival Time _____ Estimated Departure Time _____

Name of Client _____

Pertinent Town Hall Policies:

1. The caterer cannot enter the Town Hall until the time designated on the client's agreement. The client will be charged $75 for every 15 minutes the caterer is in the building before or after the time allotted in the agreement.
2. Absolutely no confetti of any kind is allowed inside the Town Hall.
3. No open flames are allowed. Candles must be enclosed in a votive or hurricane glass.
4. If the kitchen is used for food preparation it must be cleaned, before the client signs their Rental Exit Form. Trash cans and liners will be provided, however cleaning supplies are not.
5. The client is the contact person for the event, not Shawnee Parks and Recreation.

Shawnee Parks and Recreation is not responsible for any policy violations by the caterer or client. I understand the above policies and I am aware that if any of these policies are violated the client will be charged accordingly.

_____ _____

Signature of Client Date Signature of Caterer Date

_____

Client Printed name

_____

Date of Reservation

I will not be using a caterer for this event _____

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