



WELCOME TO BATES TECHNICAL COLLEGE CULINARY ARTS CATERING PROGRAM.

- ▶ To get started, please click on the "Ordering Information" (purple tab) below
- ▶ Contact the Catering Coordinator to discuss a menu for your event at kmoody@bates.ctc.edu
- ▶ Print and sign the "Catering Agreement" (green tab) and return to the Culinary Arts Catering Coordinator: kmoody@bates.ctc.edu
 - ▶ If your event will be paid for with COLLEGE FUNDS, please print out and complete the "In House Catering Request" form (orange tab) and submit with your order.
 - ▶ If your event will be paid for by a GOVERNMENT AGENCY, please submit a Purchase Order.

Thank you For remembering that we are students in a learning environment. We do appreciate your patience.



Culinary Arts Program

1101 S. Yakima Ave
Tacoma, WA 98405
(253) 680 - 7011

kmoody@bates.ctc.edu

ORDERING INFORMATION

All catering orders may be placed with our Catering Coordinator at (253) 680-7011 or email: kmoody@bates.ctc.edu. Orders must be placed 15 days in advance of the event.

Payment

Non-college events require completion of a *catering agreement* (see green tab below) with the culinary arts department. A deposit of 50% of the bill will be required 1 week before the event. This is non-negotiable. You will be invoiced for the remaining balance. Payment due two weeks after event

For Bates sponsored events, the planner of the event must complete a in house catering request form (orange tab below) signed by an authorized delegate. The original should be forwarded to the accounting manager at finance department one week before the event and one copy should be submitted to the catering coordinator. Funds will be transferred after the event.

For government agencies we will accept an A17 (blue tab below) or a purchase order in lieu of a deposit.

Taxes

All catering charges for food, supplies and services are subject to Washington State retail sales tax, currently 10.1%

Cancellations

Events or menu items may be cancelled anytime 10 days prior to the event.

Events or menu items cancelled less than 10 days before the event will result in a \$50 cancellation fee or 100% of any costs incurred by the college, whichever is greater.

Upgrades and Changes

Changes and upgrades can be made up to 3 days prior to the event. If less than 3 days notice is given, granting of the requested changes will be at the discretion of the culinary arts department and appropriate fees will be applied. No reduction in food items will be permitted 7 days prior to the event because purchasing cost have already been incurred.

Attendants/Chef Labor

Larger events and non school-hour events may require the hiring of additional staff. If required, the culinary arts program instructor will advise you during the ordering process regarding how many additional staff are needed and costs.

Room Reservations

Campus room rental cost information and reservations are to be made directly with facilities at (253) 680-7145.

When reserving a room please allow ample time for catering to set up and clean up based on the size of your event before and after your reservation time.

Disposables

We can provide upscale disposable plates, table ware and cups for an additional cost. Please contact our catering coordinator for prices.

Alcohol

Any alcohol served during the event is subject to Bates Technical College's policies and procedures. The culinary arts department is not responsible for purchasing of alcohol or permits required by Washington State.



Catering Agreement

The following catering agreement is hereby entered into by: _____, hereinafter referred to as "Client", and Bates Technical College Culinary Arts Program, hereinafter referred to as "Caterer".

Client and Caterer agree as follows:

1. TERM: Client and Caterer agree that this Catering Agreement between the parties is for catering service that shall commence on _____, _____, 20_____, at and shall continue until _____ on _____, 20_____. Said agreement may be extended and/or renewed by agreement of all parties in writing.

2. EVENT DETAILS:

- a. **Date and Time of Event:**
- b. **Location of Event:**
- c. **Contact Person Name, Email, Phone:**
- d. **Client Estimated Guests Count (Client agrees to a final guest count 15 days prior to the event)**
Number of Guests with special dietary needs:
- e. **Food and Drink Cost per Guest:**
- f. **Linens Rental Cost:**
- g. **Equipment Rental Cost:**
- h. **Additional Services:**
- i. **After Hours Service Fee:**

TOTAL CONTRACT AMOUNT:

3. CATERING SERVICES: All specific services to be provided are contained in the proposal provided by *Bates Technical College Culinary Arts Program* attached hereto as "Order Form", and by this reference is incorporated to this agreement.

4. DEPOSIT: Client shall agree to pay to Caterer a Deposit to secure the date of the event. Client agrees to a Deposit of \$ _____. The Deposit is calculated as 50% (fifty percent) of the total event price including the menu base price plus rentals, decorations, tax, etc. The Deposit is due 7 days before the event.

5. SETTLEMENT OF BALANCE DUE: Balance due to Caterer by Client shall be the total event contract costs, including state and local sales taxes where applicable, less the Deposit and any further deposits made on the contract account.

- a. Client agrees to pay Caterer all monies due and payable no later than the day of the scheduled event, unless otherwise agreed upon by the Client and Caterer in writing and attached to this contract.
- b. Client agrees to pay a guaranteed fee assessed for the minimum number of _____ guests, at the cost of \$ _____ per guest. This number may not be reduced. Client agrees to pay the additional amount of \$ _____ for each additional guest if the count is raised less than 3 business days prior to the event.

6. ADDITIONAL SERVICES: Client agrees to pay for any and all additional services requested by the client, e.g. decorations, set up of rental equipment, refuse removal, additional staff, etc. Additional services requested shall be included and added to the proposal where time permits. Verbal modification by the client the day of the event will be included on the settlement bill.

7. CANCELLATION: Events or menu items may be cancelled anytime 10 days prior to the event. Events or menu items cancelled less than 10 days before the event will result in a \$50 cancellation fee or 100% of any costs incurred by the program, whichever is greater. Orders cancelled within 48 hours of the event will result in a 100% charge for all items ordered.

8. DUTIES OF THE CATERER:

- a. Caterer represents to the Client that Bates Technical College is licensed with the State of Washington and is in compliance with county health department rules and regulations.
- b. Caterer agrees to provide service to the Client for the Term listed in Paragraph 1 above. Service shall include preparation and service of the food items as specifically provided for in Attachment A.
- c. Caterer agrees to provide any and all additional services as requested and previously agreed upon by the Client and Caterer. Caterer shall be responsible for initial payment of fees and deposits assessed by any rental of equipment or supplies obtained from an outside source or vendor.

9. DUTIES OF THE CLIENT:

- a. Client agrees to provide suitable contracted facility for Caterer to perform duties required for the number of guests expected. Client agrees to arrange for, or personally provide access to said facility to accommodate the reasonable set-up and preparation prior to the event. Client acknowledges responsibility for any and all liability arising from rental and use of said facility except for the negligent acts or omissions arising from the direct result of the Caterer's activities.
- b. Client accepts full responsibility for any damage to the rental equipment used during the course of the event.
- c. Client accepts full responsibility of all financial arrangements provided for under this agreement and any amendments, whether verbal or written.
- d. Client agrees that a reversal on a credit card charge will not be allowed, and that if reversal does occur the Client is liable for 2 (two) times the originally charged amount, as well as any chargeback fees and all other costs incurred by the Caterer, including but not limited to, collection of the debt, bank charges, check charges, etc.

10. ALCOHOL: Any alcohol served during the event is subject to Bates Technical College policies and procedures. The culinary arts department is not responsible for purchasing of alcohol or permits required by Washington State.

11. LIABILITY: Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other party, nor does neither party assume any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party of this Agreement.

Bates Technical College is covered by the State of Washington Self-insurance Program, and bodily injury, personal injury, or property damage claims against College and its employees, officers, and agents in the performance of their duties and this Agreement will be paid from the tort claims liability account.

12. ARBITRATION: Failure of either the Client or Caterer to comply with the agreements set forth in this Catering Agreement shall make the party liable for damages to the affected party. Any claim by either party for such damages shall be presented in writing to the other party within 15 days past the event date. Both parties agree to arbitration should a dispute arise. The losing party shall pay for the cost of arbitration.

13. VENUE: Client and Caterer hereby consent to and agree that the venue is proper in the County of Pierce in the State of Washington.

Executed on this _____ day of _____, 20____ .

Caterer:

**BATES TECHNICAL COLLEGE
CULINARY ARTS PROGRAM**

By: _____

Date: _____

Client:

By: _____

Date: _____



CULINARY ARTS PROGRAM IN HOUSE CATERING
AUTHORIZATION REQUEST

(For Bates Technical College Sponsored Events Only)

In accordance with Bates Technical College's Policy, funds may be expended for coffee, light refreshments and non-alcoholic beverages consumed by staff and/or volunteers while conducting approved college business.

The original should be forwarded to the accounting manager at finance department **7 days** before the event and one copy should be submitted to the catering coordinator. Funds will be transferred after the event.

CANCELLATION: Events or menu items may be cancelled anytime 10 days prior to the event. Events or menu items cancelled less than 10 days before the event will result in a \$50 cancellation fee or 100% of any costs incurred by the program, whichever is greater. Orders cancelled within 48 hours of the event will result in a 100% charge for all items ordered. Final guarantee to be e-mailed three days before the event.

To be completed by requestor prior to event:

REQUESTED BY _____ REQUEST DATE _____

PROGRAM _____

TELEPHONE NO. _____ BUDGET CODE _____

TYPE OF EVENT _____

(Specify type of mtg, training session, etc.)

DATE OF EVENT _____ TIME (begin & end) _____ to _____

LOCATION OF EVENT _____

GUARANTEED NUMBER OF GUESTS: _____ Final number of Guests needed 3 days prior to event

PARTICIPANTS: (List names or attach a separate sheet; i.e., sign-in sheet.)

ITEMS BEING PROVIDED

(Beverages, cookies, etc.)

TOTAL COST

\$ _____



This Section to be Completed by Authorized Signer for Budget Code

APPROVED: _____

DATE: _____

- Submit: Original - with original signature to accounting manager
- 1 copy - to Culinary Arts Program Instructor at least 7 working days prior to activity
- 1 copy - for your records

ACCOUNTING APPROVAL FOR PAYMENT									DATE			WARRANT TOTAL		WARRANT NUMBER	
												\$ -			

Copy 1 for Vendor's Copy - Accounting Copy - Receiving Report Copy 2 - Agency Copy - OSP Copy (When Required)