

CATERER'S APPLICATION
Complete and either mail or fax to:
Library Ballroom Services

652 Mulberry Street, Macon, Georgia 31201 Phone: 478-960-8001 We appreciate the opportunity to work with you during your event held at The Library Ballroom. The caterer is responsible for communicating these rules to each member of his/her staff. To ensure that events held at The Library Ballroom run as efficiently as possible, the caterer must complete this Caterer's Application and provide a signature verifying that you have read agree to comply with the policies of New Street Properties, LLC Services.

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

FAX: _____

OCCUPATIONAL LICENSE #: _____

CATERING PERMIT # (Health Department): _____

INSURANCE COMPANY (A minimum of \$1,000,000 in liability insurance required):

Name: _____

Phone: _____

(Please include a copy of all applicable licenses, including business permit, insurance certificate and a copy of latest health department inspection along with completed application.)

REFERENCES:

Personal:

Name: _____ Phone: _____

Name: _____ Phone: _____

Corporate:

Name: _____ Phone: _____

Name: _____ Phone: _____

POLICIES AND FEES:

Please contact The Library Ballroom to arrange time for set up. Contact numbers are provided above.

Condition of Kitchen

Caterers must leave the areas in which they work in the same condition in which they found them. This includes removing all trash and food debris. Caterers must take all catering equipment with them at the end

of the event. The Library Ballroom will not be responsible for items left before or after the event. Caterer shall be responsible for any damage caused to the catering room beyond ordinary wear and tear, and shall be required to arrange for the repair of any such damage. In the event that Caterer does not satisfactorily arrange for such repair, New Street Properties, LLC Services (the "Lessor") shall be entitled to arrange for any necessary repairs at Caterer's expense. Caterer shall reimburse Lessor for any such repairs within 30 days of receipt of Lessor's written request for reimbursement, which request shall be accompanied by written verification of the amount of the expenses incurred.

Use of Tables and Chairs

The Library Ballroom provides tables and chairs for their renters and will be happy to help the caterer or renter set them up as desired. **TABLES SHALL NOT BE DRAGGED OR ROLLED** on The Library Ballroom floor. Caterer shall be responsible for costs to repair the floor due to dragging or rolling of tables.

Indemnification

Caterer hereby indemnifies and holds harmless Lessor, its employees, officers, directors and agents from any damages, actions, suits, claims, or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) relating to Caterer's services at The Library Ballroom, including any acts or omissions on the part of Caterer or Renter, their employees, officers, directors, independent contractors, or other agents.

Fees

Upon execution of this agreement, Caterer must pay a fee of **\$150 (the "Registration Fee")** in order to perform their services at The Library Ballroom. In exchange, the Library will provide trash bags, cans, carts, appliances, electricity, cleaning supplies, upkeep of catering room and recommendations to renters. The Registration Fee is to be paid once a year and will be applied toward the upkeep and maintenance of The Library Ballroom catering facility. In exchange for this Registration Fee, The Library Ballroom agrees to list the Caterer on its list of approved Caterers. This list will be displayed on The Library Ballroom's website and will be given to The Library Ballroom's potential renters.

The Caterer agrees to abide by these guidelines and hold harmless The Library Ballroom from any and all claims arising out of the use of its facilities.

Signature _____

Date _____