

# Client / Caterer Service Policy and Agreement

## The Barn at Echo Ridge

- Company must be licensed by Washington State and a copy of current license needs to be on file with Echo Ridge a minimum of eight weeks prior to event.
- Commercial liability insurance needs to be in place at the appropriate levels for the size of the event being catered.
- If you have not catered here before, we encourage you to come for a tour prior to the event to familiarize yourself with the layout.
- All deliveries and setups may only occur during the time the client has rented the facility for the event.
- Designated parking for catering is on the west side of barn adjacent to the prep space.
- All trash must be removed from the barn and placed in small trailer behind shed.
- All rentals, plates, and glassware are to be properly broken-down and stored near the north parking lot for same night pick-up.
- Preparation areas, surfaces, and flooring must be cleaned thoroughly and sanitized with self-supplied cleaning chemicals. These areas should be left as clean as they were found prior to start of event.
- Absolutely no smoking in any areas other than the designated smoking area, see site plan for details.
- No dumping of any kind with the exception of ice or water in designated areas (not on grass).
- Prep tables, large commercial refrigerator and 2 extension cords are available in prep space.
- A small commercial ice maker (limited quantity of ice) is reserved for bar use.
- Food trucks and trailers must provide their own source of power (generator) unless prior approval is given.
- Consumption of alcohol or cannabis by catering staff is prohibited during the duration of the rental agreement, with no exceptions!
- It is strictly prohibited for the caterer representative to leave the grounds prior to checking in and receiving clearance by the Coordinator and Echo Ridge Manager on duty. Failure to check in with both parties prior to departure will result in the client not receiving any portion of their damage deposit.

\_\_\_\_\_  
Catering Company                      Date                      Caterer Signature                      Date

\_\_\_\_\_  
Client Name                      Date of Event

Client Initial: \_\_\_\_\_ Caterer Initial: \_\_\_\_\_ MVM Initial \_\_\_\_\_