

# City of Aurora Caterer Agreement Form

Individuals or companies wishing to cater a public function (hereinafter referred to as "caterer") at The "Aurora City Park" must agree to the following statement of terms and conditions and provide all of the information requested. This document must be completed and submitted to Aurora City Hall, Attention: City Recorder no later than 30 days prior to an event. Failure to submit this document in the specified time or failure to meet its requirements in full will result in the loss of all fees associated with an event and cancellation of the reserved date.

1. Caterer agrees to comply with the "Aurora City Park Use Guidelines" which have been supplied to them and read.
2. Caterer agrees to comply with all applicable Federal, State, County and City laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting performance of the Agreement.
3. Caterer understand that neither the City, City Council, the Parks Reservation Clerk, nor any other officer, authorized assistant, or agent of the City of Aurora shall be personally responsible for any liability arising from any catering transaction or service provided by the caterer.
4. Caterer is listed as a certified food service establishment or caterer with the Marion County Health Department. Caterer holds a valid **Marion County Health Department Food License**.

License Type: \_\_\_\_\_

5. Caterer holds a valid **City of Aurora Business License**. (Available from Aurora City Hall 503-678-1283)

City License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

6. Caterer may serve wine and beer on the premises with the proper Alcohol Permit form. If wine and beer are served, they must be served in conjunction with a meal. The sale of alcoholic beverages is prohibited without prior approval from the City Recorder. Proof of applicable OLCC license must be submitted at least 30 days in advance if a permit has been granted. **Hard alcohol is prohibited.**
7. Caterer agrees to indemnify, defend and hold harmless City, its officers and employees from any and all claims, demands, actions, causes of action, losses, damages, liabilities, known or unknown, and all costs or expenses, including reasonable attorney's fees in connection with any injury or damage to persons or property arising out of or in any way connected with the act, omission or negligence of such business, its offers, employees, agents, subcontractors or any officer, agent or employee thereof in relation to my company's performance under this Agreement.
8. **LIABILITY INSURANCE.** Caterer shall take out and maintain during the life of any agreement, to provide caterer's service on City Property, such Bodily Injury Liability, Property Damage Liability, and Product Liability Insurance, as shall protect caterer and any subcontractor for performing work covered by this agreement from claims for damages for bodily injury, including accidental death, as well as from claims for property damage. This insurance shall include both Premises and Products coverage to limits of at least \$1,000,000 per occurrence. THE CITY OF AURORA SHALL BE NAMED

ADDITIONAL INSURED ON ANY CONTRACTS OF INSURANCE UNDER THIS PARAGRAPH WITH THE FOLLOWING STATEMENT:

**"The City of Aurora, its officers, agents, and employees are hereby named as additionally insured."**

Attach a Certificate of Insurance and Endorsement to this agreement. The Certificate will include, in addition to a general statement of the types and dollar limits of coverage, a statement "that the insuring company will not make any material change in the coverage, or cancel the policy, without giving thirty (30) days prior notice to the City."

**PROOF OF CERTIFICATE OF INSURANCE MUST BE ATTACHED.**

Caterer understands that the City is in no way endorsing caterer's services or quality of food, nor is the City responsible for payment of any services rendered to any organization or group, other than services the City agrees to and contracts, other than services the City agrees to and contracts, other than services the City expressly agrees to in accompanying rental policies.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.**

**Company (Caterer)** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Cell** \_\_\_\_\_ **Other** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Representative of Company/Title (Please Print)**

\_\_\_\_\_  
**Signature of Authorized Representative**

**Date**

**Date of Event:** \_\_\_\_\_ **Caterer Start time:** \_\_\_\_\_  
**End time:** \_\_\_\_\_

**Attachments to be submitted with this form (copies of):**

- 1) Caterer's Marion County Health Department Food License**
- 2) Caterer's City of Aurora Business License**
- 3) Certificate of Insurance**
- 4) OLCC license (if applicable)**
- 5) Any additional requests for information or needs for operation at Memorial Park**