***Caterer Agreement***

\_\_\_\_\_\_\_Copy of current valid Erie County Health Department Permit.

\_\_\_\_\_\_\_Certificate of General Liability Insurance coverage for at least $1,000,000.

\_\_\_\_\_\_\_Certificate of Liquor Liability Insurance coverage for at least $1,000,000.

\_\_\_\_\_\_\_Valid Caterer’s Liquor Permit for single event use. The Mansion Manager must receive a copy of this Liquor permit at least **THREE** weeks before the event. Receipt of application must be received by May 1.

\_\_\_\_\_\_\_Caterers who are not on the approved vendor list must tour the house before May 1.

***Group Size***

* Maximum number of guests for seated event – approx. 120-150 depending on seating arrangement
* Maximum number of guests for station event (indoor) – approx. 250

***Equipment Rental***

* Tables, chairs, china, flatware, and all other rental items, chafing dishes, table stoves, linen, etc., must be separately acquired.

***Hours***

* All events must end no later than 10pm, and all clean-up and staff must exit park by 11pm. Alcohol service must end by 10pm. Last call at 9:45pm.
* Clients and their vendors will have access to the Mansion no later than 11am the day before the event and at approx. 8:30am the day of and day after. Clients and their vendors must be done with clean-up by 11am the day after the event.

***Space Available***

* Service for guests will take place on the main floor only including the main foyer, Entrance Foyer, Parlor, Dining Room, Polo Room, Breakfast Room, and Patios. The hospitality guest suite will be provided upstairs for client. No other part of the upstairs is open for use, except restrooms.

***Rest Rooms***

* There is a staff rest room off the back of the main kitchen, and a powder room off the entrance foyer and one off the butler pantry. There are 6 bathrooms upstairs for guests to use.

***Garbage***

* Caterers are responsible for placing all garbage in the enclosed porch off the kitchen.

***Parking***

* Parking lot for caterer is located at the kitchen door of the Mansion.
* The circle drive may be used for drop-off and pick-up. The driveway must be kept clear for a fire lane.

***Smoking***

* The Knox Mansion is a non-smoking facility. Designated smoking areas will be provided for your staff and another area for guests. No smoking is allowed outside these areas.

***Decorations***

* Wire, tacks, staples, pins, nails, tape, or other sticky adhesive items are not allowed to be used to apply decorations to any surface, including doors and floors.
* Items that can be used to attach decorations are ribbon, string, rope, fishing line, pipe cleaners, covered wire, and strings of white lights.
* Flower arrangements and potted plants must have plastic saucers beneath them.
* Candles are **not** allowed; electric candles only are allowed
* Fires are not allowed in the fireplace; no outside fire pits are allowed.
* Fireworks, sparklers, bounce houses, Chinese lanterns, glitter, confetti, rice, feathers, or potpourri are not allowed. Bubbles and birdseed are okay outside.
* All private decorations must be removed and cleaned up at the end of the event. Please coordinate with client to determine break-down of decorations.
* Command strips are acceptable

***Alcohol***

* Only a licensed and approved caterer may dispense alcohol for weddings.

***Miscellaneous***

* The Knox Mansion is located on the grounds of the Knox Farm State Park. The New York State Parks Department governs the park. Visitors to both the Mansion and Park are subject to its rules and regulations.
* All outside vendors delivering specialty items such as cakes, baked goods, etc., must be licensed food handlers.
* A walk-through will take place immediately after each event by the Manager. Any damage or failure to clean up the kitchen will result in removal of caterer from the Approved Vendor list.
* Caterers are responsible for keeping their Health Department Certificates up to date.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_