



Outside Catering Guidelines

These guidelines have been prepared for events where we permit the use of outside caterers for local banquets. Each event will be treated as a separate occasion and will require approval from the General Manager.

The buy-out will be charged at **15% of Food and Beverage Invoice** to the caterer.

- Includes the reasonable use of center tables and chairs only which will be set up by center staff based on event orders
- Includes the removal of all trash created by the catered event
- All bar services/sales, including alcoholic beverages are to be done by Spectra. This is not applicable to the 15% fee. All sales, whether hosted or cash, remain property of Spectra
- Tablecloths

All events must be scheduled by the Owensboro Sportscenter sales staff and the client at which time facility use fees will be determined. Clients will be required to sign facility use contracts and will need to make the Owensboro Sportscenter sales staff aware of the use of a third party caterer prior to agreeing to any facility pricing.

DELIVERY OF FOOD:

Arrangements for service and/or entry into the facility must be coordinated with the Facility Manager.

Each catering company will be required to prepare and deliver to the Sportscenter all food ordered by client. Outside caterers will be able to deliver to the facility delivery area all prepared food. Owensboro Sportscenter will inspect quality, temperature and overall handling of outside food to ensure safe food handling guidelines have been met. If at any time, there is a quality or safety concern, Owensboro Sportscenter reserves the right to inform outside caterer to correct the concern, and/or not use such food items to ensure public safety.

REQUIREMENTS:

The following are requirements to cater meal functions at the Owensboro Sportscenter. All required documentation must be on file in the Sportscenter offices before any catered meal functions.

- A. Completion and approval of the Application for Catering.
- B. A copy of caterer's business & caterers license, including all Health Department documentation.
- C. Certificate of certified kitchen
- D. Kentucky Tax Identification number
- E. 3 letters of reference

F. An insurance policy or certificate with the following coverage.

1. \$1,000,000.00 combined – single limit per occurrence.
2. The City of Owensboro and Global Spectrum L.P. must be named as certificate holders and named as additional insured.

MEETINGS:

Facility Manager must be asked to attend any pre-event planning meetings in order to assure for a smooth meeting between the client and the caterer. All event orders and subsequent drafts must be submitted to facility management in a timely manner. Facility Manager reserves the right to request a private meeting with the event planners for post event evaluation.

ADDITIONAL EQUIPMENT:

The use/need of ALL equipment, stages, dance floors, audio visual, etc., must be ordered through the Owensboro Sportscenter by the client at an additional charge.

USE OF FACILITIES:

Outside local caterers will not have access to Owensboro Sportscenter equipment.

OWENSBORO SPORTSCENTER EXCLUSIVITY:

Concession sales are not permitted at any time.

ALL alcohol served will be in disposables and must be handled through the Owensboro Sportscenter's license. Any set up, staffing or security fees will be billed directly from Owensboro Sportscenter to Group.

FOOD TRUCKS:

If a food truck is requested to be at your event, or you would like to have an event catered by a food truck, these are the following guidelines:

- In order for a food truck to operate at the Owensboro Sportscenter, a formal request is to be made 30 days in advance for approval. If request is approved, a \$500 fee is to be paid to the center along with copies of relevant licenses, insurance and Health Department permit. Full payment is due on Sportscenter approval and before the requested date.
- The Food truck must comply with all local and KY state laws regarding licensing, insurance, and must have a valid Health Department permit displayed including a valid city mobile food vending permit.
- The Food truck must never be on any of the Sportscenter sidewalks and service time is limited to four (4) hours.
- Unit must be self-contained.

ADVERTISING:

At the mutual discretion of the event planner and Sportscenter, caterers may place advertising on tables during the meal function limited to business cards, or note cards in either a 3 1/2" X 5" or 5" X 7" size. Anything larger will not be permitted.



Caterers who develop advertisements promoting themselves as qualified caterers for the Sportscenter shall forward any written or electronic documents to the Sportscenter management staff for approval prior to distribution. Caterer can only advertise what they can accommodate according to the certification of Sportscenter management.

At the discretion of the Owensboro Sportscenter, these policies may be updated and or changed as necessary to deal with any changes, problems or needs that may have to be addressed.

Owensboro Sportscenter Application for Catering

Applicant Owner Name: _____

Applicant Business Name (if different): _____

Applicant Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ E-mail: _____

Applicant Federal Tax ID#: _____

Applicant Kentucky CRS#: _____

Applicant Business/Caterer License: _____

Signature of Owner: _____

Authorized Representative of the Owensboro Sportscenter:

_____ Date: _____

Name /Title

