

The Sequoia Retreat Center - Off Site Caterers Contract

60 DAYS PRIOR CATERERS MUST SIGN AND SUBMIT TO SEQUOIA & PROVIDE INSURANCE NOTING LIQUOR LIABILITY AS WELL AS THE SEQUOIA RETREAT CENTER ADDITIONALLY INSURED.

Approved caterers may use SRC's Lodge kitchen facilities and equipment.

Caterers will submit a copy of the catering estimate prior to the event and liability insurance.

Caterers are responsible for all furniture "set-up" for the reception and all "breakdown" at the conclusion of the event. Caterers are responsible for cleaning all areas of the facility used. Caterers are responsible for returning all rental equipment to Pixie's Garden for pick up and to clean up space behind the kitchen.

All wine and beer must be served by caterer. It is the responsibility of the caterer to limit alcoholic consumption to ensure that our guests are not intoxicated on the premises or as they drive away. Only Beer, Wine & Champagne are allowed and are bought by the couple or catering.

Provided Items via Sequoia at Las Alas Lodge/Pixie's Garden: Table [60in Rounds] and chairs [Fruitwood] [up to 100] will be delivered to dining location. Caterer is responsible for set up & dressing the tables. Other available inventory: 6 quantity 8ft tables and 3 quantity 4ft Garden tables; 2 short cocktail tables; 2 market umbrellas & 4 wine barrels.

Any other rental agreed upon items will be at Las Alas Lodge for the Caterer to set-up. Coordinate Sequoia Site Representative.

Las Alas Lodge kitchen: may be used for food warming and service staging only. The stove, microwave, dishwasher, refrigerator & freezer are available for use. There is no garbage disposal, please ensure only water goes down the sink drain. There is no ice machine.

Driving On-Site: One-way automobile traffic signs on the retreat roads are to be obeyed at all times. Traffic should be coordinated since there's limited parking available near Las Alas Lodge. Roads must be kept clear of automobiles and equipment at all times for safety. Please keep the area immediately in front of the Las Alas Lodge clear after unloading.

Rental Items: All rental item deliveries and pickups are to be scheduled with The Sequoia Retreat Center Site Manager so as not to interfere with other events. Rentals not leaving after the event need to be stored on the the upper circle of Pixie's Garden for pick up. Tables and chairs may not need to be broken down, but table cloths should be bagged and placed with the rentals for pick up.

Clean Up: Caterers are responsible for sweeping and tidying all indoor areas of the facility used. Caterers are responsible for collecting all service items, ****trash and food**** prior to leaving the site.
**** Important:** we do not have garbage disposal, please plan to pack out all catering trash. Additionally, there is not a garbage disposal, take care to not let food stuff down the sink drain.

Food Trucks: Can only be at The Redwood Grove and not at Las Alas Lodge.

I have read and understand these guidelines.

Any additions, deletions or revisions must be made in writing and approved by both parties. This agreement constitutes the extent of The Sequoia Retreat Center obligations and I agree to abide by its terms and conditions.

SIGNATURE of Catering Representative

Date:

Cater contact info:

Caterers Check Out Sheet	Date:
	_____ Sweep the floor of Las Alas Lodge
	_____ Clean kitchen counters, sink and backsplash
	_____ Clean the stove top and oven in the kitchen, if used
	_____ Check the refrigerator
	_____ Pack out trash and recycling
	_____ Dump ice in the trees or ferns behind the bar
	_____ Check all indoor and outdoor areas, including restrooms for leftover glassware, rental items and debris
	_____ Ensure all rentals are neatly stacked on the Upper Circle of Pixie's Garden
	_____ Walkthrough with a Sequoia Staff Member
SIGNATURE of Catering Representative	SIGNATURE of Sequoia Representative

Catering contact info: