



## Agreement and Guidelines for Caterers

### **General Guidelines**

Food service for The Depot events is open to any licensed and insured caterer. Caterer must provide proof of licensing and insurance coverage with a minimum of \$1,000,000 aggregate liability coverage to operate at The Depot. This may be done via a copy of appropriate documents which The Depot will keep on file in its office.

Caterer and staff should be aware that the facility is a restored train depot and historic dining car which should be treated with great care and respect. This is especially important during the setup and takedown of tables, chairs, and other related equipment that could potentially damage the floors (wooden in the depot), walls, and other furnishings and antiques throughout the facility.

Caterer is expected to pick up all litter associated with the food and beverages they are contracted for both inside and outside the facility. Trash cans and liners will be provided by The Depot, trash liners must always be used in the trash cans. Trash cans must be left in a clean state at the end of the event. Caterers must provide their own cleaning supplies, towels and all other supplies necessary to perform their tasks. In addition, caterer is expected to clean all food and beverage spills during their contracted event time. All trash must be bagged and disposed in the dumpster located in front of the InfoDepot Business Center main entrance at 919 Old Henderson Road.

Caterer is expected to leave the facility in good condition similar to the state in which it was found. All food staging areas and food serving areas should be cleaned thoroughly.

Delivery of all food, beverages, equipment and supplies prior to the contracted set up period will not be accepted unless prior approval is obtained from The Depot. Approval for prior delivery of equipment is required at least one week prior to the event. Vendors should not assume that all requests for prior delivery of equipment or supplies will automatically be approved. Please contact Christine Henderson, Managing Director, at 614-324-5930 or [chenderson@the-depot.org](mailto:chenderson@the-depot.org).

### **Catering Fee**

As a preferred caterer listed with The Depot, the catering fee on food and beverage costs is 20%. Please submit payment along with a copy of the client invoice within one week of your contracted event to:

The Depot  
919 Old Henderson Road  
Columbus, OH 43220  
Attn: Christine Henderson

### **Caterer Agreement**

By signing below, caterer acknowledges that he/she has read this agreement and agrees to its terms.

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

Please return this signed agreement to Christine Henderson via mail or fax: 614-324-5931.