



Date of Event:
Name of event:

Catering Checklist

PLEASE GIVE TO ALL FOOD AND BEVERAGE PROVIDERS

Company name:
Phone:

Manager or contact:
Email:

Please review the statements below and initial each to signify your understanding. By signing this contract, you are assuming authority to act on behalf of the above stated catering company (henceforth referred to as "Company") and that company managers and staff will adhere to the policies outlined by the Santa Margarita Ranch (henceforth referred to as "the Ranch") and that failure to do so may result in **(1)** Full or partial withholding of the Security Deposit provided by the Event Sponsor and/or **(2)** Prohibition of the company from working at Santa Margarita Ranch in the future.

THE FOLLOWING ARE GROUNDS FOR FULL WITHOLDING OF THE CLIENT'S SECURITY DEPOSIT:

- If the catering company improperly disposes of any liquids OR ice, the Ranch will withhold the full amount of the client's security deposit.
- If the company is found to have improperly disposed of straws, fruit garnishes, or other foreign materials on the property, the Ranch will withhold the full amount of the client's security deposit.
- If the catering company is found to be responsible for any destruction to the property (including but not limited to the puncturing of any surfaces) the Ranch will withhold the full amount of the client's security deposit.

GENERAL POLICIES

- **Access to the property is by appointment only. Please call (805) 540-3216 prior to making a site visit, delivering / picking-up equipment or rentals, or for any other reason.**
The Ranch is not responsible for any locked gate issues where appointments were not confirmed ahead of time.
- Any items left on property are at your own risk! The Ranch will not assume responsibility for lost or damaged items left onsite.
- Delivery or pick-up of rentals or equipment on any day other than the contracted event day must be arranged in advance. All equipment or rentals must be staged in the "Sheep Barn" unless otherwise approved by venue manager.
- Alcohol or food may not be left onsite before or after the event. NO EXCEPTIONS.
- Smoking on property is prohibited, except in designated areas.

EVENT SET-UP & EXECUTION

- Company vehicles and staff vehicles should be neatly parked along the horse corral fence, north of the barn. Vehicles may not block barn doorways, ranch gates or driveways.
- Open BBQs must be staged a minimum of fifteen feet (15') from the barn and other structures, the garden, or any particularly "dry," grassy area. NO open flame inside the barn.
- All water on property is non-potable and is not safe for drinking or food preparation. It is the responsibility of the Event Sponsor or caterer to arrange for appropriate water for such purposes.
- Heavy run-off or condensation from tubs or bins used to store water, ice, etc. must be attended to. In order to preserve the floor of this historical structure, please be sure to wipe or mop up the water frequently throughout the event.
- **Company should take appropriate steps to protect food and equipment from animals and outdoor elements.** The Ranch is not responsible for damage to Company equipment or food caused by animals or other outdoor elements.

SAFETY

- FIRE EXTINGUISHERS are located at both the front and rear of barn, as well as on "catering side". There is also an extinguisher on the north side of the Wells Fargo building, near the garden. Please take care to note the location of each upon your arrival.
- Additional lighting may be necessary in the catering area(s). Please plan accordingly.

EVENT CLEAN-UP

Please state which of the following the company will be responsible for during event clean-up...

Trash disposal

Sweeping broken glass, etc.

Striking rentals (stacking chairs, etc.)

Mopping spills

Wiping or cleaning tables

Transport of rentals to "Sheep Barn"

Company is responsible for providing a truck or suitable vehicle to transport the trash from the event area to our onsite dumpsters.

Signature

Name:

Title:

Please rename the document: "**Company name**" "**Date of Event**" and return completed form to Venue Manager.