

GEORGIA PERIMETER COLLEGE
Catering Service Agreement

This agreement, made this ____ day of _____, by and between the Board of Regents of the University System of Georgia for Georgia Perimeter College (hereinafter referred to as the "**College**") and _____ (hereinafter referred to as the "**Caterer**") having its principal place of business at _____.

The terms of this agreement are as follows:

1. The **Caterer** will provide Georgia Perimeter College current copies of the following documents:
 - a) Proof of Liability Insurance in the minimum amount of \$500,000 per occurrence.
 - b) Proof of Workman's Compensation Insurance that covers all employees.
 - c) A current business license issued by the county/municipality where the **Caterer** has its principal place of business.
 - d) A current Food Service Permit
 - e) Contractor Affidavit Form/Immigration and Security Form (included)
 - f) Vendor Data Form (included)
 - g) W9 (included)
2. This agreement shall be in force for one year, beginning January 1, 2013 and ending December 31, 2013. At the end of each fiscal year, the **Caterer** will be required to submit (1) a letter requesting an extension of the existing agreement for an additional one year period and (2) a current copy of the four documents listed in item #1 above.
3. Federal, State, County, and local laws, ordinances, rules and regulations that in any manner affect this agreement apply. Lack of knowledge by the **Caterer** shall not be a cause for relief from responsibility.
4. The **Caterer** shall pay all required state sales and other taxes and license fees that may be necessary as a result of the operation under this agreement, including all personal property taxes assessed.
5. The **Caterer** shall provide food and services to the **College**, and the **College** shall grant the **Caterer** access to the building(s) and facility(s) where the food and service are scheduled to take place. This access will not include use of food production or clean-up facilities, nor the use of **College** vehicles and personnel. The **College** will make a reasonable attempt to accommodate electrical needs, grant access to potable water, and provide vehicular access to the service location. The **Caterer** is encouraged to work closely with the individual booking the event,

and visit the service site before the event. The **Caterer** is also required to clean up immediately after the event and is expected to return the service area to the same condition as before the event. This includes the removal of all debris and materials brought on campus in conjunction with the catered event.

6. As an “approved” Georgia Perimeter College **Caterer**, the firm’s address, phone number and chief contact’s name will be listed on the Georgia Perimeter College Web Pages. Telephone inquiries from **College** associates will be referred to the “approved” caterer’s list. For that reason, each firm is encouraged to keep all contact information current. Removal from the “approved” list may happen at the discretion of the Director of College Services.
7. Georgia Perimeter College will provide each “approved” **Caterer** a list of **College** personnel who are allowed to charge food on the **College’s** behalf. All billing and payment collection is the responsibility of the **Caterer**. The **Caterer** assumes the collection risk for any event booked.
8. This agreement supersedes all prior negotiations and oral or written agreements.

By my signature below, I state my intent to abide by the terms and conditions outlined in this agreement. I also acknowledge that by my signature, I release Georgia Perimeter College from any liability that might arise from food and service that I provide at any **College** sponsored event.

Signature

Name (**PLEASE PRINT**) _____

Title _____

Firm Name _____

Address _____

City/State/Zip _____

Phone (____) _____

Email _____

Website _____

Please Note: If your **remit address** (*Where payment needs to be mailed*) is different from the address on your W-9 form, please submit documentation on your companies’ letter head showing the secondary remit address.