

## OUTSIDE CATERER AGREEMENT

Shreveport Aquarium is proud to offer in-house catering by Fat Calf Brasserie. However, clients are still able to use an outside caterer of their choice Sunday thru Thursday only. We do have a few rules that must be followed for the health and safety of our guests and to ensure our events run as smoothly and seamlessly as possible. This form does not apply to clients who use Fat Calf as their caterer. All other caterers must read and sign.

- All outside caterers must be licensed and have a valid health permit. Insurance requirements are \$1M per accident and \$2M annual aggregate. Please list Shreveport Aquarium, LLC. as additional insured. Any employees of caterers must be covered under their workers compensation policy.
- A clean and clear area will be provided. After event, caterers must clean-up all areas used to aquarium staff satisfaction, including kitchen. Clean-up must take place during rental time and up to one hour after event. Failure to do so will result in client losing part or all of their cleaning/damage deposit.
- All trash must be removed from the facility and placed in parking lot dumpster.
- Leftover food must be removed from facility (guests cannot take food to go with the exception of wedding cake. Caterer/client must provide take home container)
- New caterers must come for a mandatory walkthrough at least 72 hours before event date. A floorplan will be provided.
- If you need power, your location will be near an electrical outlet. You must provide your own extension cords if needed. All lines and cords must be taped and secured.
- Do not disconnect, adjust or move any aquarium fixtures/furniture without approval.
- All bags, carrying/storage cases, carts, dollies etc. must be stored in your vehicle during the event. Do not store things anywhere else in the venue.
- Smoking and drinking of alcoholic beverages by outside employees/caterers is not allowed anywhere on the aquarium premises before, during or after event.
- Our Courtyard and River Room MAY be available for set up as early as 10 a.m. on the day of your event. Please schedule a time with our event coordinator at [events@shreveportaquarium.com](mailto:events@shreveportaquarium.com) to access the venue.
- No outside alcohol may be brought in. Alcohol may only be dispensed by one of our aquarium event bartenders through the purchase of one of our bar packages.
- Parking & Loading: You may unload your vehicle in the north parking lot close to the side gate entrance into the Courtyard facing the river. Equipment/supplies should come through side gate, not through the restaurant door or front door of aquarium. Once vehicle is unloaded it must be moved to parking garage across the street.

- Rental delivery/pick up: Rental items must be delivered on day of event during business hours. Times must be arranged in advance. Because we may host multiple events on weekends, we cannot have rental items remain onsite for entire weekend. Rental Items must be picked up by 11 a.m. next morning.

The caterer will have access to:

- Three 6' long buffet tables with linen
- 1 trash cans/2 trash bags
- Ice, if needed for cold food
- Our kitchen is available for staging, cold storage and washing dishes only. All food must be prepared offsite. No kitchen equipment may be used other than walk-in, dishwasher and sink)
- Water/Iced tea stations, glass or greenware
- Tables for cake, gift and sign-in, if needed

Caterer/client must supply:

- Caterer must provide adequate UNIFORMED staff (servers, bussers, dishwasher, etc). If caterer does not supply staff, we will provide a minimum of 2 servers per 50 people at \$175 each and bill the client.
- Dinner table linens, if desired
- Signage for buffet table that states: "Food Brought to you by \_\_\_\_\_"
- Chafing dishes, equipment, sternos, serving utensils, kitchen equipment/supplies
- Plates, cutlery, napkins (greenware, paper or reusable). **No single-use plastic or Styrofoam is allowed in our facility due to our sustainability policy**
- Cake cutting services, plates and forks, if needed

Please sign below acknowledging you have read and understand the requirements listed above.  
**Failure to comply with any of the above venue policies may cause your client to lose all or part of their cleaning/damage security deposit.**

Date of Event \_\_\_\_\_ Client Name \_\_\_\_\_

Caterer Name \_\_\_\_\_ Phone \_\_\_\_\_

Caterer Email \_\_\_\_\_

Caterer Signature \_\_\_\_\_ Date \_\_\_\_\_