



Catering Agreement FY 2024-25

Each Outside Catering Company (Caterer) wanting to cater in the Waco Convention Center – an ASM Global Facility (WCC) must be listed on the Approved Caterer List. The following guidelines apply to each Caterer who is on the Approved Caterer List. Caterer must agree to follow these guidelines and acknowledge such by returning a signed copy to the WCC Office.

REGULATORY REQUIREMENTS:

1. WCC must have a copy of the Caterer's current valid Health Permit, as required by the Waco-McLennan County Health District.
2. WCC must have an up to date copy of the Caterer's insurance certificate showing at least \$1,000,000 liability coverage and naming the City of Waco and ASM Global Convention Center Management, LLC as additional insured.
3. WCC requires that each Caterer utilizing WCC pay an 18% outside catering fee.
 - The 18% fee is assessed on the cost of food and beverage only. This does not apply to labor.
 - Caterer may pass this 18% fee on to the Customer with the amount being added to the final bill.
 - Caterer is required to submit the final invoice that was presented to the customer directly to WCC within 10 days of the catered event. Invoice should be billed to WCC and include the customer's name, name of event, event date(s), event location space within WCC, cost per person, guarantee, actual charges, service charges/fees, and a final total charged. All invoices should be sent to WCC Administrative email at ap@asmwaco.com.
4. WCC requires that each Caterer receive a copy of these Guidelines and sign the Agreement as acknowledgement of compliance.
 - The Caterer's 18% Fee provides for the following:
 - Allows the Caterer to provide catering services in WCC.
 - The Caterer's corresponding serveries &/or prep areas located in customer's contracted space. The caterer is responsible for covering the serving and prep tables with linens.
 - Serveries are in the Brazos Room, Texas Room, McLennan Hall, & Chisholm Hall. (Does not include access to the Main Kitchen.)
 - Covers the reasonable costs of trash removal and after-event cleaning by WCC (see below).

CATERER:

1. WCC will not service any food or beverage function contracted by Caterer
 - Caterer must service its own catering, including beverage service, snacks, and meals, as well as napkins, cups, plates, etc.



Catering Agreement FY 2024-25

- WCC does not permit food or beverage “drop-offs”. This applies to donated food as well.
 - WCC requires a minimum of one employee provided by the Outside Caterer for the duration of the catered function, to ensure food quality and safety. This includes, but is not limited to, proper heating and cooling of food and beverage.
2. Customer may hire multiple caterers for an event, including WCC Food and Beverage Department, with only one company being allowed to cater a single meal function.
 - For example, an event spanning two days may use three different companies. Company A caters Monday Lunch and Tuesday Breakfast; Company B caters Monday Dinner and Tuesday Dinner; WCC Food and Beverage Department caters Monday Breakfast and Tuesday Lunch.
 3. Caterer is expected to clean the utilized serveries and prep areas immediately following the catered function. This includes sweeping, mopping, breaking down cardboard boxes and placing trash into trashcans.
 - Trashcans should not be overfilled.
 - Upon request, brooms, dustpans, and mops are available and must be returned after use.
 - Liquids (tea, coffee, water, etc.) should not be poured into trashcans. Please dispose of liquids properly.
 - Please dispose of grease/oil in the facility’s grease trap. Grease poured down sinks or drains is prohibited. An additional fee will be assessed for any grease/oil disposed of improperly.
 - All catering areas used must be cleaned and sanitized before leaving.
 - All trash and food must be removed from tabletops before table covers are removed.
 - WCC Staff will remove trash and put it in dumpsters after the event.
 4. Caterer is required to coordinate set up and removal of ice sculptures. This includes floor protection and water removal.
 5. All of the serveries and prep areas must be returned to their original condition.
 6. If Caterer does not undertake reasonable cleanup measures, caterer will be charged an hourly labor rate for clean-up with a minimum fee of \$200. Any WCC equipment that is damaged by Caterer must be paid for by Caterer. Catering privileges may be suspended if non-compliance occurs.
 - Examples of unreasonable cleanup which will result in extra charges are as follows:
 - Food left on tables or in floor drains
 - Grease poured in drains, sinks or on floor, etc.
 - Destruction or removal of WCC property



Catering Agreement FY 2024-25

CATERER SET-UP TIMES AND LOAD-IN/LOAD-OUT:

1. Caterer should notify Waco Convention Center (WCC) Main Office or Event Representative during regular business hours (8:00 a.m. - 5:00 p.m., Monday - Friday) of catering events in WCC.
2. Caterer should confirm the date, name of event and guarantee number. Caterer should be aware of its Customer's contracted date & the start date and time for utilization of WCC. If the caterer needs in early for setup, an early opening (before 7:00 a.m.) of WCC is a \$100 per hour charge to the Customer. This must be approved by the Customer in writing and is based on availability of the building.
3. If Caterer requests pipe & drape and table skirting, the fees will be billed to the Customer and must be approved by the Customer before the equipment will be provided. Pipe and drape is limited to WCC inventory and is \$5.00 per ft. for 8ft. tall P&D, \$8.00 per foot for 14 ft. tall P&D. Tables (8' rectangle) with linen and skirting are \$30 per table.
4. WCC is equipped with loading docks and/or loading/unloading areas at every room except the Ranger Rooms. These loading areas should be the primary access into and out of the rooms. Load-in and load-out times need to be coordinated with WCC Staff.
5. Prep kitchens and areas will be made available and accessible to Caterer during Customer's contracted hours. The main kitchen is not available for use by Caterer. WCC will do everything possible to accommodate the Caterer's needs while working with the Customer setup requirements.
6. Rectangle tables (8 ft) without covers will be provided for prep and serving areas.
7. Some catering equipment can be provided, as available, from WCC Food and Beverage Department. Because WCC Food and Beverage Department is actively providing services to customers, some equipment may not be available for use or rental all the time. Please contact WCC Food and Beverage Department to coordinate needs, prior to 7 days in advance of event start date.

PAYMENT OF CATERING FEES:

1. Caterer is required to submit the final invoice that was presented to the Customer directly to WCC within 10 days of the catered function(s). Invoice should be billed to WCC and include the customer's name, name of event, event date(s), event location room(s) within WCC, cost per person, guarantee, actual charges, service charges/fees, and a final total charge. All invoices should be sent to ap@asmwaco.com.
2. WCC will include the Caterer's Invoice in the final bill sent over to the Customer, and once full payment is received, WCC will cut a check to caterer for the invoiced amount less the 18% fees.



Catering Agreement FY 2024-25

3. Payment from WCC will happen within 14 Business Days of receiving full payment from the Customer.
4. All billing will be done directly through Waco Convention Center. Any Caterer that fails to abide by this policy will be removed from the Approved Caterer List.

ACKNOWLEDGEMENT:

I have read these Caterers Guidelines for the Waco Convention Center and agree to comply with them to the best of my ability.

Name of Catering Business

Name of Contact

Phone Number

Email Address

Mailing Address

Website

X

Signature of Caterer

Date

Printed Name of Caterer