

SPECIAL EVENTS

WITH THE PARAMOUNT THEATRE

Outside Caterer Company Application Paramount Theatre's Grand Gallery & Meyer Ballroom

* Clients are strongly encouraged to select a licensed caterer from the Preferred Caterer Listing on the Paramount Weddings website. If it is absolutely necessary for a client to choose a caterer not on our Preferred List, a \$500.00 fee will be added to the cost of the event, and the outside caterer must go through an approval process before they are allowed to work on the premises. ACCA must approve any outside caterer in order for that caterer to service an event within any of ACCA's venues. A contract between a client and outside catering company should not be agreed to and executed prior to ACCA's written approval, since not all outside caterers will be approved.

For the approval process, the caterer must do the following at least 6 months prior to event: A) fill out an application, B) provide valid and adequate liability insurance, C) provide up to date catering license, D) provide up to date health department permit, E) schedule an appointment with the Special Events Director, F) sign a Vendor Agreement, G) pay \$500.00 outside catering fee.

Please note that not all outside caterers will be approved.

Name of Business: _____

Name of Applicant: _____

Phone: _____ Email: _____

Potential Event Catering for: _____ Date: _____

Address of Catering Kitchen: _____

How many years has your company been in business: _____

Largest event that has been caterer for a seated dinner: _____

Are you a certified catering company (not just a restaurant or a delivery service): Yes No

~ Do you have all equipment needed to cook off site and transport food at appropriate temps to serve from a prep space on site? Yes No

Explain: _____

~Do you provide full service staff to set-up food, monitor dinner service, remove plates, napkins, etc. from guest tables after dinner and pack away unconsumed food after the event? Yes No

Explain: _____

~ Do you have all items needed to serve and consume the food such as plates, napkins, flatware, serving utensils, water glasses (on table), water cravats (on table), wine glasses etc.? Yes No

Explain: _____

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~ Are the plates, napkins, flatware, serving utensils, water glasses, water cravats and wine glasses, made of metal, glass, and china (disposable is not permissible)? Yes No

Explain: _____

~ Are the plates, napkins, flatware, serving utensils, water glasses etc. provided by your company or will you be renting those items? (*If china is rented, your company is responsible to be onsite for delivery at a mutually agreeable time between your company and ACCA the day of the event, and all rented items need to be rinsed and repacked as per rental company's requirements and taken off-site after conclusion of event*).

China provided by catering company China provided by outside rental company

~References: Provide 3 venues or clients your company has previously worked with:

Name:	Phone Number:	Email Address:
_____	_____	_____
_____	_____	_____
_____	_____	_____

~ Schedule an appointment: Please list dates and times that a representative from your company is available to meet with our Special Events Director at our venue:

Date:	Time:
_____	_____
_____	_____
_____	_____
_____	_____

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With this application, please submit the following 3 documents:

1) Certificate of Insurance: (submit a COI with the following limits and wording)

- \$1,000,000 Per Occurrence- General Liability
- \$2,000,000 Aggregate-General Liability
- \$1,000,000 Workers' Compensation *(or complete Workers' Compensation Exempt Waiver if WC coverage not included in your COI)*
 - \$1,000,000 Umbrella
- \$1,000,000 Automobile *(or provide proof of personal auto coverage if not included in your COI)*

Please include the following in the Description of Operations box:

Aurora Civic Center Authority is included as an additional insured on a primary and non-contributory basis with respects to General Liability coverage. Waiver of subrogation is granted in favor of Aurora Civic Center Authority with respects to the General Liability coverage.

The Certificate Holder shall be listed as:

Aurora Civic Center Authority
8 E. Galena Blvd., Aurora, IL 60506

2) Catering License

3) Health Department Permit

~There is an additional \$500.00 fee for use of outside caterer. Will your company pay the fee or will the client: Catering Company Client

**Please note:*

-Paramount Theatre & Meyer Ballroom provides all bar products and bar staff services for special events.

-Outside caterers will not have use of any equipment to cook or heat food on-site.

Please return this application and the 3 additional documents to:

Aurora Civic Center Authority
Attn: Jennifer Binversie-Hahn
8 E. Galena Blvd. Suite 230
Aurora, IL 60506

Or email to: JenniferH@Paramountarts.com