

# Blue Barn Berry Farm

## Catering Service Policy and Agreement

- All companies must be licensed and furnish a copy of current liability insurance to Blue Barn Berry Farm a minimum of four weeks prior to event. Caterer is responsible for proper supplies and handling of food and food temperatures to ensure safe food service.
- Deliveries and set ups must be scheduled **during** the time the client has rented the facility for the event.
- Catering staff may only use proper loading/unloading areas and must move vehicles to designated parking area immediately after to keep available as a fire lane. If there has been a recent rain, southside may not be an unloading option for grass preservation.
- Catering staff must be adequate to provide bussing of tables after dinner service. Guest tables must be cleared of the food service plates & utensils before departing the grounds by catered staff or client. Failure to do so will result in a cleanup fee to the booked client.
- All rentals, plates, and glasses are to be properly broken-down and placed in appropriate location for removal.
- Blue Barn does not have an onsite dumpster. Caterers must remove trash, disposable chafers, boxes and similar items when they leave. If trash removal is not an option, caterer or client may pay \$40 for waste removal.
- Blue Barn Berry Farm has six 55-gallon trash cans available for use. Caterer or client must provide trash bags (45-55 gallon) to be used during the event.
- Venue can provide up to two 8' & one 6' tables for food service.
- Preparation areas, surfaces, and flooring must be cleaned thoroughly and sanitized with self-supplied cleaning chemicals. All areas should be left as clean as they were found prior to start of the event.
- Absolutely no smoking in any areas other than the designated smoking area.
- No dumping of any kind (with exception of ice or water in proper areas – i.e. not on the grass.) No grease or food is to go in the venue's septic system.
- Extension cords must be provided by the caterer. Food trucks and trailers must provide their own source of power or pay electric rental in advance.
- Catering representative must check in and receive clearance by the Event Coordinator and/or Blue Barn representative before leaving grounds. This will ensure all catering areas are in proper condition to prevent the client from losing any portion of their security deposit.

Catering Company \_\_\_\_\_

Phone Number: \_\_\_\_\_

Day of Contact \_\_\_\_\_

Alt Phone Number: \_\_\_\_\_

I acknowledge that if any of the following requirements above are not met a fee may be assessed to the client.

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

\_\_\_\_\_  
Company Legal Name

\_\_\_\_\_  
Today's Date

Catering phone number & Email \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Arrival Time on Event Day

[info@bluebarnberryfarm.com](mailto:info@bluebarnberryfarm.com)

574-742-2247

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We look forward to working with you to create a successful event!