

# Outside Catering Agreement

Starshine Texas Properties LLC, is happy to allow our clients the flexibility of using outside caterers. If you need to see the venue prior to the event date, please arrange a scheduled meeting to come with the client. Visits are by appointment only. If you have any questions, please call us at 832-947-4581 or email us at starshine@starshinetx.com.

## Catering Requirements

### Insurance

- You must provide a certificate of general liability insurance naming Starshine Texas Properties as an additional insured. This must be submitted at least one week prior to the event date.

### Food Service

- We do not allow “drop-off” of food. Catering staff must stay at the venue while food is being served. All tables must be bussed of food and food related trash prior to leaving the venue. All food related trash must be removed from the venue. There is a dumpster near the front entrance of the parking lot that you may use.

### Prep Area/Equipment

- We have a non-commercial kitchen. Food must be brought in fully cooked. A prep area will be provided. Please make sure you bring extension cords if you have equipment that needs to be plugged in. Extension cords should be 30-40 ft in length in case outlets further away need to be used to prevent overloading the circuit. The use of fryers must be utilized underneath a hood vent. Grills may be used outside. You must notify the venue manager to arrange for this at least 1 week prior to the event date.

### Set Up

- Set up and access to the venue may begin at 10am on the day of the event. Please confirm your arrival time with the event manager for the event you will be catering.

### Parking

- You may park in the main parking lot located in the front of the building. We have a small lift that is located at the front of the entrance for heavy items to avoid using the stairs.
- Mobile Kitchens setup on the service side of the venue.

### China/Glassware

- All china and glassware must be removed from the venue at the end of the night. Any cleaning of china or glassware may be done at the 3 available kitchen sinks in our venue if needed. Please note that the kitchen is exposed to the main hall and can be viewed by guests. Please make sure to schedule a time with the venue for rental drop offs and pick-ups.

### Items Provided by the Venue

- Large 20 ft x 4 ft island for buffet setup. 5 ft round tables and other rectangular tables available for stations if needed and available.
- A kitchen prep island with sink located in center of kitchen (approx. 6 feet x 3 feet).
- Backside of the large 20 ft island is also available for prep.
- 2 large trash cans on roller with liners
- 2 kitchen cabinet trashcans with liners
- 1 warming drawer
- 1 Gas Oven (can be used for warming only – no cooking)
- 1 Gas stove top available for quick reheating (no cooking)
  - *Vent hood above stove top must be utilized when utilizing gas stove top.*
- 1 Induction stove top available (special pots are needed for this – venue does not provide)
  - *Popup vent hood behind stove must be utilized if induction stove top is utilized.*
- 2 Standard Size Refrigerators
- 1 Bottom Freezer
- 2 Microwave Ovens
- 1 additional vent hood (4 ft) with space underneath is available if needed
- 1 metal rolling rack
- 1 dish washer (pods available also)

### Equipment EXCLUDED (not to be used by caterers)

- Excludes all venue owned pots, pans, utensils, utensils of any kind located in the kitchen cabinets. Anything that is not specified above in “Items Provided by Venue” is not allowed to be used by catering company.
- The in-cabinet coffee maker is excluded and not to be used

### What is Required of the Caterers

- Please provide the event manager with the name and phone number of the person who will be point of contact on-site during the event.
- Caterer must supply full length table linens for serving tables if desired
- Please sweep and mop the catering prep areas including the serving/buffet areas before leaving.
- All food waste goes in the trash cans.
  - Sink disposal is not to be used for food waste.
- Tables and surfaces used for serving and in prep area must be wiped clean.
- Please wipe down the walls if any food is spilled on them. Please also take care not to scuff or put holes in the sheetrock when loading in and out.
- The use of tape on walls, doors, windows, and floors is prohibited as it causes damage when removed.
- We do not allow any food to be left overnight. Anything left behind will be thrown away during clean up.
- Please check in with the event manager prior to leaving for the night.

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 you or your client to lose all or part of their cleaning/damage security deposit.

Name of Vendor \_\_\_\_\_

Vendor Signature

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

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

Date

Client's Name \_\_\_\_\_

\_\_\_\_\_

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

### Starshine Contact Information

Office/Cell: 832-947-4581

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