



Caterer Agreement

- ❖ Caterers contracted by the Licensee may use counters, table tops, sinks, paper towels, soap, mop, broom and trash can while at OACC. **A cleaning fee of \$100 will be issued if other items except those listed above are used.** Under no circumstances will the equipment under the countertops, in the pantry, refrigerator or shelves be used. Security cameras are active 24 hours/day.
- ❖ All caterers contracted by the Licensee must provide copies of licenses and permits to the Oakland Asian Cultural Center (OACC) no later than (2) two weeks prior to the event date.
- ❖ Caterers are required to provide proof of product liability insurance. Caterers must provide the appropriate Liquor Liability Insurance and other necessary permits if you plan to serve or sell alcohol and food.
- ❖ Caterers must coordinate all load-in and load-outs through the Franklin Street loading dock with the Event Coordinator in advance. Usage of the loading dock is by first come, first served basis. The loading dock is for loading and unloading only, cars can be towed if parked more than 30 minutes. The loading dock has a maximum height of 13 feet and 0 inches.
- ❖ No open flames allowed in our facility, this includes sternos.
- ❖ No food or beverages are allowed in the OACC lobby.
- ❖ OACC is not liable for anything left on the premises. We often have events scheduled in the same area the next day and cannot be responsible for your items. Please remove them immediately after your event unless otherwise agreed to by the Facility.
- ❖ Disposal of compost, recyclables and trash is the responsibility of the caterer. All items must be placed in the correct receptacle located in the loading dock. Food waste must be stored in a clear plastic bag and then disposed in the compost container at the loading dock.
- ❖ Caterers staging from the kitchen are responsible for cleaning up and leaving the area as you found it. Please note that our kitchen is not equipped with garbage disposals therefore we request that **no debris** be dumped in the sink. **You will be held responsible for additional charges for any excessive debris, additional cleaning or equipment damage.**

Caterer's Signature

OACC Signature

Date

Date