

OLD TOWN HALL
CITY OF SALEM

CATERER'S RESPONSIBILITIES

The City of Salem operates Old Town Hall as a historic and memorable setting for special events. The City's first concern is the preservation and protection of Old Town Hall and its contents, and thus asks that caterers adhere to the following guidelines.

Licensing

A copy of your current catering license must be provided to the city.

Insurance

The caterer must have bonded staff. A certificate of insurance naming the City of Salem must be sent by your agent, showing a minimum of \$500,000 general liability and liquor liability coverage of \$500,000 per person, \$1,000,000 per occurrence. This must be provided prior to the event or the renter may be asked to select another caterer.

Alcohol Service

Coordination of bar service is the responsibility of the caterer. Bar service may not exceed 5 hours. No cash should be exchanged for alcoholic beverages unless the proper license is obtained from the city. No self-service is permitted, nor may bottles be placed on dining tables. Bars must be staffed at all times. If there is a question of legal age, the bartender must approve the I.D. information. The City of Salem must be listed as the co-insured on the company's policy for the date of the function. The City will also require a police detail be present at events serving alcohol.

Deliveries and Rentals

Caterers may set-up the day of the event, up to 2 hours prior to the start time unless otherwise arranged with the city. The caterer is responsible for making arrangements with the city in advance to schedule all deliveries, including food, liquor, flowers, ice and furnishings. All rentals should be set-up and removed from Old Town Hall on the day of the event. Any items remaining after the day of the event may be disposed of by the city.

Food Preparation

The catering staff will have access to the ground floor, which has the elevator. Only electric warmers are permitted for food preparation. No flammable gas (propane, butane, etc), wok or omelet stations are allowed. Sterno or other open flames are not allowed.

Setting Up

For the protection of floors, tables must be carried, not pushed. To protect the flooring, mats must be used behind bars and in areas of food preparation. Please note that mats should have a flat surface.

No smoking is permitted within the Old Town Hall. Please do not place ashtrays within the building or use lit candles as table decorations.

Clean Up

Catering staff must clean all areas where food was prepared or consumed: wipe all surfaces, remove all decorations, etc. The city will provide trash bags and the caterer must bag all garbage and place all bags in rear vestibule of Old Town Hall at the conclusion of the event.

The city reserves the right to refuse a caterer from future use of Old Town Hall if they fail to meet these regulations.

I have read the above rules and agree to abide by them.

Signature: _____

Name: _____

Company: _____

Date: _____