



Policies for Outside Catering Vendors at The Empire Room Dallas

All Caterers must be approved through **The Empire Room**. Using a licensed caterer NOT on the approved caterer list will add a **\$1500 outside catering fee per day to Empire Room invoice** paid directly by the client.

Insurance and License

Each caterer will provide **The Empire Room** with proof of a current Health Department Caterer's License and a Certificate of Liability Insurance. The Certificate of Liability must name **The Empire Room** as certificate holder. Both forms must be in the office of **The Empire Room** no later than **30 days prior to the event**.

- *A Liquor Liability policy with \$1M/\$2M common cause/aggregate limit of insurance coverage is required naming with A I (additional insured) status for The Empire Room Returns, DBA The Empire Room Dallas as an Additional Named Insured. Additionally, a General Liability policy with \$1M/\$2M occurrence/aggregate limit of insurance coverage is required naming The Empire Room Returns, DBA The Empire Room Dallas as an Additional Named Insured. Assault and Battery coverage should be included at limits of \$1M occurrence/aggregate.*
- *A Certificate of Insurance (COI) with a waiver of subrogation and a 60 day cancellation provision must be provided to The Empire Room Returns, DBA The Empire Room Dallas, at least 5 business days prior to all events by vendors renting, operating, or working/volunteering under another parties supervision at The Empire Room Returns, DBA The Empire Room Dallas. The COI's will verify General Liability and Liquor Liability coverage is in effect as outlined in #1 above prior too, during and following the dates of facility rental.*

Alcohol

The Empire Room is not a licensed venue so Alcohol may be provided by client or donated by a company. Any vendor providing or serving alcohol including anyone under their supervision, must employ/utilize formally trained (TIPS/TAMS or equivalent) and licensed bartenders and service personnel exclusively for the furnishing or service of any and all alcoholic beverages.

- No service will be tolerated to a minor or to any individual who appears intoxicated or shows any signs of mental or physical impairment from the consumption of alcohol.
- Alcoholic beverages may not be served by the Client.
- Yes kegs of alcoholic beverages are permitted.
- The Empire Room Dallas assumes no responsibility or liability of alcohol served on premises.

Deliveries

- All deliveries must be the day of the event starting at 12:00pm unless otherwise approved by the Empire Room.
- All rental items must be removed at the end of the event, the day of the event.
- The Empire Room Dallas will accept deliveries (with advance notice) on behalf of the Client; however, The Empire Room Dallas does not assume legal responsibility for decor, beverages, equipment, or other personal property brought into the venue for events at any time.



Kitchen Polices

There is a catering prep kitchen available for the caterer to set up. Food must be cooked offsite as no oven or stove is available. All outdoor cooking must be approved and proper clean-up is expected. Frying food is NOT permitted inside the venue or prep kitchen.

The kitchen is equipped with

- Prep Tables
- 500# pound ice machine
- One residential sized refrigerator
- Three basin sink / Hand sinks
- Mop and Mop Bucket
- Broom and Dustpan

Caterers are expected to provide

- Their own soap/ detergent
- 50 Gallon Trash Bags
- Coolers
- Kitchen towels
- knives / Cutting Boards
- Dollies or Rolling Carts
- **All** other supplies needed for their duties including but not limited to plates, forks, cups, napkins, bar tools, bus tubs, buffet equipment.

At the end of each event, it is the **caterer's responsibility** to leave the kitchen equipment clean and the floor clear of debris.



- The Caterer will be responsible for leaving the premises in satisfactory condition and for the disposal of all trash. A dumpster is located on the north side of the building. The area around the dumpster will also be expected to be left clean. Failure to follow this procedure will result in additional cleaning fees.
- If caterer does not supply their own China, Glassware, Silverware and napkins, other rental companies are permitted and the caterer must arrange to meet the rental company at the appointed times or incur a personnel fee if the facility manager must meet the vendors. **The Empire Room** is not liable for loss or breakage of any item rented or brought in by the caterer.
- It is the responsibility of the Client to ensure that the Outside Catering Vendor adheres to all of the above policies. A copy of these policies, signed by both the Client and Outside Catering Vendor, must be on file with **The Empire Room immediately** after signing the **Rental Agreement**.



Unloading and Loading Policies for ALL Vendors at The Empire Room Dallas

The Empire Room has an excellent loading dock for all event deliveries and pick-ups. It is located on the Leslie Street side of our building. Please email/call the Empire Room Management at Jesus@empireroomdallas.com or 972.900.5500 to arrange for the door to be opened.

- The loading dock doors **MUST** be closed immediately after the delivery or load-out is complete. This is the sole responsibility of the vendor.
- Unloading after an event is scheduled by the Empire Room management. On days where there are multiple vendors, Empire Room Management will assess and decide the schedule that best fits the overall needs of our venue.
- Under no circumstances are vendors permitted to unload and load using the Empire Room patio. No cars, trucks or delivery vehicles are permitted to drive onto the patio. Express written permission must be obtained for this privilege.
- Only if permitted, vendors may carefully drive their vehicle onto the patio. Vehicles **MUST** be accompanied by an Empire Room staff vendor from the street to the patio door. Express written permission must be obtained for this privilege.

It is your responsibility to communicate this load in and load out policies to your vendors.  
Caterer Client

Please sign below to indicate you have read, understood and agree to abide by all the rules, regulations, policies and conditions in the above contract. The contract will be approved and a returned copy sent to the signer upon receipt of the signed contract, the facility and security deposits. The site will not be reserved until all of these items have been returned.

This is the entire agreement between the parties and may not be altered except in writing.

Empire Room Client signature Date Caterer Signature Date

Empire Room Client Name (Printed) Caterer Name and Title (Printed)

Event Date Caterer Phone Number

Caterer Email address

Onsite Representative for Catering Company