



### **Non-Preferred Catering Contract Facility Rental Policies & Procedures**

**Notification is given to the client and the client's caterer/representative providing a clear understanding of TMA non-preferred policies and procedures for all catering, rental companies, third parties. Signature required from all parties.**

#### **The Caterer is required to:**

- Follow any directions given by the museum representative before, during, and after event
- Follow terms and conditions stated in the rental contract, all parties involved are required to initial
- Setup and strike tables, chairs and other decorations at the times agreed in the rental contract and with user
- All items are to be set no closer than 5 feet from all art in the Museum or ½ foot from walls at JB House.
- If rentals are to be delivered/picked up per time referred to on contract. All rentals are to be delivered/stored at the museum loading dock or designated area for delivery.
- Caterer to return all rentals on the loading dock/designated area for pickup. TMA is not responsible for 3<sup>rd</sup> party items
- Serve the client and bus the tables as agreed with client
- Leave kitchen clean and mopped, rental area clean, not items left behind in surrounding areas
- Inspect with the museum representative venue is left clean prior to leaving, as per final cleaning inspection sheet. If left in unacceptable condition, Cleaning Deposit (\$1,200) will be charged to user.
- Trash to be dumped in TMA dumpster located in the museum dock area.
- Failure to comply with these procedures will result in caterer not be permitted to return.

#### **The Client is expected to do the following:**

- User to return all rentals on the loading dock/designated area for pickup.
- Leave kitchen clean and mopped, rental area clean, not items left behind in surrounding areas
- Clean anything the caterer has failed to clean and remove from the premises anything left by the caterer
- TMA is not responsible for user, caterer or any 3<sup>rd</sup> party items
- Confirm with the museum representative museum is left is clean, required condition prior to leaving venue  
Failure to comply with these cleaning procedures will result in additional fee( \$1,200) to the client.

#### **The Triton Museum of Art's representative is expected to do the following:**

- Introduce themselves to the catering representative and the client at the beginning of setup
- Unlock and lock required doors
- Troubleshoot any facility issues
- Monitor event and guests
- Call for emergency services and writing up incident reports, if needed
- Final walk through with user and or caterer for final cleaning inspection, provide form

The "Client" hereby agrees to be responsible for compliance of all rules and regulations governing the use of the buildings and/or grounds of Triton Museum of Art as stated in this Triton Museum of Art Facility Application and Contract, and for any and all damage to the buildings, grounds, or equipment, and hereby agrees to leave the rented area in good order and repair.



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The "Catering Representative" and "Event Coordinator" (if different from the "User") also agrees to comply with all rules and regulations governing the use of the buildings and/or grounds of Triton Museum of Art/Jamison Brown House as stated in the Triton Museum of Art Facility Application and Contract.

The Client, Caterer and Event Coordinator agree to indemnify and hold harmless the City of Santa Clara and Triton Museum of Art for any injury or damage to persons or property occurring during, or arising out of, occupancy and use of said building/grounds by the "User" and its guests.