

KISSIMMEE CIVIC CENTER FOOD & BEVERAGE VENDOR PERMIT

IMPORTANT: Please type or print legibly. This permit is for the Kissimmee Civic Center Properties. All sections must be completed. All catering companies must have a catering agreement on file with the Civic Center thirty days prior to the meeting, party and/or event.

Please submit your application to: Kissimmee Civic Center
201 East Dakin Avenue
Kissimmee, Florida 34741
www.kissimmeeciviccenter.com

Dawn Stapf - Event Coordinator
Phone: 407-518-2575
EMAIL: dstapf@kissimmee.org

Ali Linman-Event Coordinator
Phone: 407-518-2364
EMAIL: alinman@kissimmee.org

REQUIRED INFORMATION:

Name of Party you are providing services to: _____ Date of Event: _____

Name of Catering Company: _____ Contact person: _____

Home phone: _____ Work phone: _____ Fax: _____

Cell phone: _____ Pager: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Anticipated move in time? _____ Anticipated move out time? _____

Does your company have a business license? _____ Yes _____ No

Will you be providing alcoholic beverages for this party? _____ Yes _____ No

Does your company have a license to serve alcohol? _____ Yes _____ No

Does your company have product liability insurance coverage? _____ Yes _____ No

Does your company have alcohol liability insurance coverage? _____ Yes _____ No

Will your company be responsible for decorating? _____ Yes _____ No

Will you require the rental of Civic Center linens? _____ Yes, please list _____ No

Will this party be full service or buffet? _____

PERSONNEL:

All staffing requirements are at the discretion of the Civic Center Supervisor and/or designee.

CATERER RESPONSIBILITIES: (please initial)

_____ Caterer must adhere to all policies/procedures as stated in the Operational Policies Handbook.

_____ Caterer will not be permitted to load in unless licensee is present without prior approval from the Civic Center supervisor and/or designee.

_____ Caterer must load in/out through the catering kitchen.

_____ Caterer will not be permitted to make any changes to room set up. Any changes will be assessed a fee and must be paid prior to the change being made.

_____ Caterer is fully responsible for the cleanliness of the kitchen. Facilities must be left in the same condition as it was when you arrived.

_____ All outside rental items must be removed from the facility at the end of the party. The Civic Center assumes no responsibility for any outside rental items.

_____ Requests for rental equipment must be made 30 days prior to event. Requests made on the day of event are on a first come, first serve basis and payment in full will be due at the time of the request. Payments must be in the form of cash, mastercard or visa.

_____ No food items may be baked, broiled or fried inside the Civic Center and/or Community House. All catering and or out door cooking requests are subject to review and approval by the Civic Center Supervisor and/or designee.

_____ Each facility is equipped with an ice machine, for your use, however; it is not a guarantee. Any additional ice needs must be paid for by the caterer at the time requested.

_____ Caterer must not offer any food, beverage or any gratuities to any staff member of the Kissimmee Civic Center and/or Berlinsky Community House.

SIGNATURE:

I fully understand that as the Caterer I must follow all policies / procedures as stated in the Operational Policy Handbook. I understand that I am not entitled to make any changes to the set up of a party.

Signature: _____ Title: _____ Date: _____