



Granville County Convention & Expo Center

4185 US Hwy-15 South | PO Box 906 | Oxford, NC 27565

(919) 693-3716 | Fax (919) 339-1933

www.granvillecounty.org

County Use Only:

Approved

Denied

By _____

Date _____

Preferred Caterer's Application

Caterers must submit this application in order to be considered for the Expo Center Preferred Caterer's List. The County reserves the right to remove any caterer who does not comply with these requirements.

SECTION I. SUBMISSION REQUIREMENTS

Submit this application and current copies of the following documents:

- Certificate of Liability Insurance (COI).** The COI must be current and include \$1,000,000 liability coverage, Worker's Compensation coverage, and Granville County named as additional insured on the policy.
- Health Department License.**
- Health Department Certificate.** Sanitation grade must be at least an "A".
- Additional information as requested by the County.

SECTION III. ACKNOWLEDGEMENTS

All applicants must initial each statement below to acknowledge agreement to abide by these rules when catering events at the Expo Center.

1. _____ Caterers must adhere to all Facility Use Rules and Regulations, and must ensure that employees, associates, or other parties involved with catering also adhere to all Facility Use Rules and Regulations.
2. _____ Catering staff will be neat/clean in appearance and will adhere to the caterer's code of ethics.
3. _____ Caterers must bring and use their own cleaning equipment and supplies.
4. _____ Caterers are responsible for removing all trash from the kitchen area and any other areas where food is served. A dumpster is located outside at the southern end of the facility.
5. _____ No food or drinks are to be left in the refrigerators at the facility.
6. _____ All appliances are to be cleaned (inside and out) and turned off.
7. _____ Caterers should remove and load equipment, food, etc. into vehicles upon completion of food service.
8. _____ Caterers must complete clean-up before the end time listed in the renter's Rental Agreement.
9. _____ Kitchen and food service areas must be cleaned and floors must be swept and mopped.

Persons or organizations who rent the facility are responsible for hiring any catering services desired and for providing access to the facility. The County does not provide early access for caterers.

Granville County reserves the right to accept or reject any application for the Preferred Caterer List and will notify caterers of their status upon submission of all required documentation.

<i>Organization Name</i>	<i>Street Address</i>
--------------------------	-----------------------

<i>Phone Number</i>	<i>Email Address</i>	<i>Website (if applicable)</i>
---------------------	----------------------	--------------------------------

I attest that the aforementioned organization meets the requirements for the Expo Center Preferred Caterer's List and hereby submit this application and all required documentation for consideration.

<i>Authorized Representative Printed Name</i>	<i>Authorized Representative Signature</i>	<i>Date</i>
---	--	-------------

Submit all required documentation to: [Regular Mail] Granville County Reservations, PO Box 906, Oxford NC 27565
 [In Person] Reservations Office, 4615 Belltown Road, Oxford NC 27565
 [Email] reserve@granvillecounty.org