

Thomas Hall Events Venue

Client / Caterer / Bar Service Information

- All caterers and bar service must be hired through an approved License Planner with Thomas Hall Events.
- All caterers and bar service must be licensed and insured.
- While Thomas Hall Events does not provide an onsite dumpster, caterers must provide their own trash cans and trash bags to be used during the event. All trash must be removed from the house and grounds and discarded in the private dumpster.
- All tables, chairs, plates and glassware are to be properly broken down and stored on the rear patio for same night pickup. Any racks left outside containing plates and glasses with leftover food and drink will attract wild animals and could cause damage to your rentals.
- Please remove any food and drink from the refrigerator, microwave and oven and clean up any spills or leftover food (including inside the appliances.)
- Please sweep and spot mop the pavilion floors and thoroughly wipe down the counters and sink.
- The catering and bar service representative is required to survey the tent, pavilion and grounds for proper cleanup before leaving the property. Please note, if catering representative fails to check-out with Thomas Hall Events Manager on Duty, the client will not receive the returned security deposit.

Caterer Signature

Catering Company

Date of Event