

***Sun Prairie Historical Society, Inc. Sun Prairie Historical Restorations, Inc.***

***133 West Main Street, Sun Prairie, WI 53590***

**CATERER - USE AND CONDITIONS CONTRACT**

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insurance Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The caterer may use the kitchen facilities at the Crosse House to hold and/or serve food. A limited amount of dishcloths/towels are available and will be laundered by Sun Prairie Historical Society, Inc. (SPHSI). There is no dishwasher at this time.
2. Set up of an event is the responsibility of the renter. The renter may request that the caterer advise, assist, or do the actual service. Be sure it is clear as to whom is in charge of the entire set-up and that the fees (if applicable) are understood.
3. Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, nailed or glued to walls, ceilings, woodwork or fixtures. **Any damage done may result in the renter not receiving the deposit after the event is held.**
4. The Crosse House has a limited number of serving items. We recommend a tour of the facility before the event so you can be prepared. Be sure to make arrangements as to the extent of the serving amenities you offer and the gratuities that are charged.
5. Clean up is the responsibility of the renter. Please discuss and agree upon the actual duties of each party so the renter can receive a security deposit refund. Everything must be left as found and all garbage removed from premises.
6. **Smoking is prohibited in all areas of the Crosse House, including on the porch**.
7. The upstairs is not available to the public and therefore cannot be accessed. Entry is strictly prohibited.

Sun Prairie Historical Society, Inc. & Sun Prairie Historical Restorations, Inc are not responsible for accidents.

*For further information,* *please contact Marcy at (608) 698-0909*

***We, the undersigned, agree to the terms and conditions set forth in this contract. We understand the responsibilities we have to the client and to SPHSI and SPHRI.***

**Caterer Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Caterer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SPHRI Representative’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Rev Sept 2022