

# Keene State College

## College Camp Catering Function Form

If catering-services are provided for an event at the College Camp, the caterer must complete and sign this form. This is to be considered as an addendum to the "Scheduling Form" submitted by the College Camp renter and as approved by KSC.

1. You must furnish proof of liability insurance and extended coverage, including product liability, personal injury, property damage, and holding Keene State College harmless from lawsuits resulting in liability of the caterer.
2. You must have a New Hampshire liquor license (if liquor is to be served) and sign the "Alcohol Function Agreement".
3. The caterer is responsible for leaving the kitchen and equipment spotless before, during and after the function. This includes emptying trash into the **outside** dumpster.
4. The caterer is responsible for remaining until the conclusion of the function to clear away last minute items.
5. Tacks and tape are not allowed on doors, walls or columns for any reason.
6. Any equipment or supplies brought in for the function (specifically including but not limited to tables, chairs, tents, portable restrooms, etc.) must be removed at the conclusion of the event.
7. Only table decorations are allowed.
8. Failure to adhere to the above conditions may result in requiring a security deposit for future functions or being prohibited from doing business at the College Camp or other Keene State College properties.

Caterer's Name \_\_\_\_\_

Caterer's address \_\_\_\_\_

Caterer's phone number \_\_\_\_\_

Signature of caterer \_\_\_\_\_  
(Signature indicates agreement to comply with this document)