

**POLICY FOR CATERERS**

**The Presbyterian Church of Danville  
500 West Main Street, Danville, KY 40422**

**Phone: 859-236-6692  
Fax: 859-236-6360  
e-mail: church@presbydan.org**

NAME OF BRIDE AND GROOM \_\_\_\_\_

DATE OF WEDDING \_\_\_\_\_

NAME OF CATERER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

PHONE # \_\_\_\_\_

Will there be rental equipment? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, name of rental company \_\_\_\_\_

Address of rental company \_\_\_\_\_

Phone # of rental company \_\_\_\_\_

**PLEASE NOTE:**

1. **Proof of liability insurance is required in advance.**
2. Use of the kitchen must be arranged in advance. Kitchen supplies and dishwasher are reserved for church use only. The window by the dishwasher should be closed when food is being served and during meals.
3. Building will be open to caterer up to 4 hours prior to the wedding.
4. All of the caterer's supplies, food and equipment and/or rental equipment must be removed from the building the day of the event.
5. Any caterer who does not provide proper care for the space or follow the general policies will be denied future use of the building.
6. Any damage done to church property by the caterer or his/her staff will be repaired by the church. The caterer is responsible for payment.

I have read the policy stated above and agree to follow these provisions.

Caterer \_\_\_\_\_ Date \_\_\_\_\_

(Please sign, date and return this form to the church office. Keep one copy for your personal file.)

**Please draw a diagram on the back of this form showing how you want Fellowship Hall set up.** Indicate placement of eating & serving tables, chairs, etc. A table for dirty dishes should also be set up.

We have available:   30 round tables  
                          190 black chairs  
                          50 metal chairs  
                          8 eight-foot-long tables