



2024 Approved Caterer Agreement

Business Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Website: _____

Food and Drink License #:

This document outlines the relationship between the Aldo Leopold Nature Center (ALNC) in Monona, WI and an Approved Caterer for the 2023 calendar year. The following are the minimum terms that must be maintained by a caterer to be an Approved Caterer at ALNC:

1. Caterer agrees to maintain and supply proof of at minimum a one-million dollar (\$1,000,000) combined single limit commercial general liability insurance, with ALNC named as an additional insured for the duration of their time as an Approved Caterer.
2. Caterer agrees to make all necessary arrangements directly with the customer and will pass on all necessary costs to the customer for food/beverage service. Caterer will also be responsible for set up of all items related to catering service (outside of ALNC tables).
3. Caterer agrees to attend an orientation and training on use of ALNC facilities as requested by ALNC.

4. Caterer and all employees agree not to consume any alcohol or use any non-prescribed controlled substances on ALNC grounds.
5. Caterer and all employees agree to abide by the ALNC Personal Conduct Policy (found at <http://aldoleopoldnaturecenter.org/hours-directions-2/>).
6. Caterer and all employees agree to abide by current mandates and orders from Public Health Madison and Dane County or the State of Wisconsin (found at <https://www.publichealthmdc.com/coronavirus/forward-dane/current-order>).
7. Caterer agrees to arrive no earlier than the start of the rental reservation. Reservation start times can be confirmed at rentals@aldoleopoldnaturecenter.org. If additional time is needed for set-up or staging, the client may extend their rental time with ALNC, but this must be pre-arranged and may be subject to an additional fee for the client.
8. Caterer agrees to inform ALNC staff of arrival before beginning set up and use entries as directed.
9. Caterer agrees to complete clean-up within one hour of the end of the reservation. Reservation end times can be confirmed at rentals@aldoleopoldnaturecenter.org. Failure to be off the grounds by the aforementioned time may result in a fine and/or termination of your “approved” status with ALNC. Anything remaining on ALNC grounds after the aforementioned time is subject to be discarded.

The following are additional minimum terms if the caterer is serving alcohol on ALNC grounds:

1. Caterer agrees to assume all legal and financial liability related to the serving of alcoholic and non-alcoholic beverages including but not limited to enforcing minimum drinking age requirements, denying alcohol service to intoxicated individuals and ensuring that beverages are properly stored/served to avoid illness.
2. Caterer agrees that alcohol will only be served by a person licensed to serve alcohol in Wisconsin, or by a person under the on-site supervision of a person licensed to serve alcohol in Wisconsin.
3. Caterer agrees to actively restrict access to all alcoholic beverages on ALNC grounds until it is determined that an individual is eligible to be served (i.e., above minimum drinking age and not intoxicated).

4. Caterer agrees to not operate a “cash bar” or sell anything on ALNC grounds. No funds may be exchanged on ALNC property -- all financial transactions must be handled by bartender and rental client on licensed premises.
5. Caterer agrees to serve no more than 12 fluid ounces of alcoholic beverages to any individual at a single time. ALNC does not allow bottles of alcohol to be left unattended at tables aside from a champagne toast.
6. Caterer agrees to stop serving alcohol at 10:45pm for rentals with same day clean-up, and 11:20pm for rentals with next-day clean-up. Rental types can be confirmed at rentals@aldoleopoldnaturecenter.org.

Failure to follow all of the above terms or damage to ALNC property will result in the caterer’s service being suspended and/or the caterer being banned from ALNC grounds. ALNC reserves the right to cancel the caterer’s “approved” status for any reason.

By signing below, I recognize that I understand and agree to the terms and conditions above.

Caterer Signature

Date:

ALNC Staff Signature

Date:

Please enclose the following with this agreement: Proof of General Liability Insurance