

First Presbyterian Church of Flint

“Engaged by Christ’s Love to Invite, Worship, Nurture and Serve”

A church ministry or outside organization event taking place at First Presbyterian Church of Flint (FPCF) that uses a catering service must adhere to the FPCF Building Use Policy and its Catering Guidelines.

Services Provided by Caterer

1. Delivery of service on schedule as contracted.
2. Set up of all food service equipment prior to event.
3. Removal of all food, beverage and equipment prior to leaving in the allotted time frame.
4. Provide all serving ware, stemware, flatware, table linens and cloth napkins necessary for event if requested.(special arrangements need to be made if these are to be provided by the church)
5. Adhere to a floor plan prepared in advance by FPCF staff and changed only with FPCF event staff approval concerning food and beverage stations.
6. Notify FPCF event staff of florists and decorators to be used prior to event.
7. Adhere to appropriate dining food server attire.

The Caterer is required to provide everything necessary for the event, and to leave the facilities in the condition in which they were found. **CONFETTI IS NOT ALLOWED TO BE USE IN DECORATING.** Should the caterer wish to use any of the church’s equipment, arrangements must be made with the Business Administrator or designated staff. Any equipment or supplies left at the church may, after 10 days, be discarded by the church, or become the property of the church.

The Caterer acknowledges the church’s policy prohibiting the use of alcoholic beverages in any form on premises, and the restriction of smoking, as applicable to all terms served, and applicable to all personnel working at the event.

THE CATERING SERVICE IS REQUIRED TO PRESENT THE FOLLOWING INFORMATION BEFORE THE EVENT:

1. Name and phone number of a contact person
2. Proof of up-to-date:
 - a. Genesee County Health Department license.
 - b. Comprehensive/general liability insurance.
 - c. Tax ID number.

Responsibility

The caterer is responsible for any damages and losses to the premises of the FPCF or others caused by the caterer or any of the caterer’s employees or its agents. The caterer agrees to save, secure, and keep harmless the FPCF and its officers, employees, and agents against claims of action, liability, judgments, costs, and expenses, including attorney fees, and in all things, strictly comply with the conditions of this policy. Failure to comply with any part of this agreement as outlined may result in cancellation as an approved caterer.