

Outside Catering Services for Weddings and Events

For weddings and events an outside caterer may be used. The church will provide tables for food and beverage service in accordance with room restrictions. If requested, workspace will be made available for the caterer within the reserved reception area. Please note the following guidelines:

- The caterer / baker must be a professional with a street address for the business and must provide a copy of the City of Houston health card or an equivalent certification if requested.
- The caterer may have access to the reception site two hours in advance of the event start time.
- All food / beverage service tables and eating tables must be covered.
- Absolutely no alcoholic beverages are to be served or displayed.
- Leftover food items that require heat or cooling to stay on temperature must be discarded after the event due to local health codes.
- Caterer must remove all trash resulting from food service following the event.
- Rentals from outside vendors must be picked up the same day as the event (HFBC will not be responsible for overnight storage).
- Catering services are to be completed and dismissed one hour after the event ends.

Failure to comply with these guidelines will result in the forfeiture of the security deposit placed by the User.

Statement of Intent to Follow Policy

I have read the policies set forth by Houston's First Baptist Church pertaining to caterers. I understand how the policies apply to my assignment while at Houston's First Baptist Church and I consent to abide by those policies.

Catering Company

Name (Please PRINT)

Date

Signature

Email address

Event: _____	User (member): _____
Date of Event: _____	Time: _____
Reception Location:	Fellowship Center Oasis Room Reception Room _____

Please return this signed agreement at least thirty days prior to the event to:

Jan Butterfras, Special Events Director
Houston's First Baptist Church
Fax (713) 957-5847
jan.butterfras@houstonsfirst.org