Catering Agreement

The State Botanical Garden of Georgia is a living laboratory and part of the educational resources of The University of Georgia, as well as being one of Athens’ top visitor destinations. The Garden also serves as a venue suitable for many different rental occasions. Renters arrange individually with various caterers, and all caterers must be approved by the rental office at the SBG. Please read the following requirements, sign and return this form to the rental office with the required documentation.

- Caterer agrees to abide by University of Georgia regulations and alcohol policy (p. 2).
  For information regarding UGA policies, please refer to www.uga.edu.
- Caterer agrees to follow SBG setup and cleaning guidelines. A sample contract and cleanup sheets have been included (p. 3-11).
- Caterer agrees to, within 30 days after the rental event; provide catering surcharge payment to The State Botanical Garden of Georgia, along with a copy of the renter's invoice.
  - The surcharge was instituted in January, 2008, in lieu of an across-the-board rental fee increase, and was imposed to off-set utility costs, building maintenance, and equipment depreciation incurred in hosting catered events. Surcharge is based on the food/beverage cost of the event, and the rate is 15% for the Day Chapel and Terrace Room, which each have full-catering kitchens, and 10% for the Visitor's Center and Callaway Building, which offer limited catering features.
- Caterers must submit hard copies of their business license, proof of insurance and health permit. This requirement is being imposed to reduce our liability by insuring that all caterers doing business at the Garden are licensed with adequate insurance, and to guarantee our rental clients safe food preparation standards.
- Caterer will provide five letters of recommendation and updated contact information including phone number or email and website.