



ATTACHMENT A CATERING & BAR SERVICE REQUIREMENTS

Client agree to adhere to the following requirements for the use of all contracted caterers and bartending services operating on site at the JACCC.

The Client is responsible for any charges incurred as a result of the violations of these policies and procedures by the catering company or bar service with whom they are contracted.

The Client is responsible for communicating these requirements with their contracted vendors. Failure to adhere to these policies may result in the cancellation of the event.

WE RESPECTFULLY DECLINE THE REQUEST FOR EXCEPTIONS.

Policies and procedures for the use of outside caterers and bar service are as follows:

1. All contracted services must be professionally licensed and have proof of liability insurance and workers comp. The contracted caterer is responsible for obtaining and providing proof of all permits required by local city and county agencies in order to fulfill their contracted services at the JACCC.
2. Catering staff must remain on site throughout the duration of the event and are responsible for all food preparation, display, service and removal of all food and beverage, removal of trash, serving, preparation, display or removal of food, beverage or equipment provided by outside catering or equipment rental companies as well as any other items or trash that is related to their service.
3. At no time will JACCC be responsible for food and beverage service, the setting of tables, display or set up of food items and beverage stations as well as cake cutting and service. These services **MUST BE PROVIDED** by the contracted caterer on-site.
4. **Client may provide their own alcohol, however, it is our strict policy that all alcoholic beverages are opened, poured and served ONLY BY CATERING STAFF or BARTENDER.** At no times will guests be allowed to pour or serve alcoholic beverages during the event. We maintain a strict one drink at the time of order policy and do not permit the service of single shots. All guests must be 21 years or older in order to consume alcohol on the premises. A violation of this State of California law will result in immediate cancellation of the event.
5. Cooking oil **may not** be disposed of on JACCC property.
6. Client has access to both the refrigerator and sink located in Garden Room A. In no circumstances will dishes be allowed to be cleaned onsite. All dishes must be removed from

the premises by the end of the rental period. Overnight storage of any rental equipment will be charged at \$250/day. All used dishes are required to be secured in a sealed container.

7. Delivery of supplies and equipment used as part of the service must be coordinated in advance with JACCC event staff. Trucks and vans may only park in designated spaces and are limited to five vehicles per event. All other vehicles are not permitted to park on JACCC property without approval from JACCC Management. All cars must display the vendor parking permit that is provided by JACCC event staff. All violators will be towed at owner's expense.
8. For food service that will be prepared on-site using stoves or grills, an additional fee will be charged in the amount of \$750 for use and maintenance of the outdoor patio areas. This area must be reserved at the time of contract execution; otherwise, JACCC cannot guarantee availability for suitable space for outdoor cooking. Proper fire safety rules will apply.
9. Caterer is responsible for fire retardant ground cover in cooking area. This must be safe for use by catering staff and must be affixed to floor using only gaffing tape. Fire extinguishers must be provided.
10. All cooking equipment for use on-site is subject to approval by JACCC Facilities Management within 30 days prior to the event.
11. JACCC reserves the right to refuse access to any outside vendors who do not comply with these policies and procedures. Failure to adhere to these guidelines will be considered default of terms and may result in cancellation of contract. (*See Terms of Use Agreement No. 33*)
12. Any catering or food service company or bartending service company who fails to adhere to the agreed upon guidelines, will not be approved for future events.

Client Name (Print)

Client Signature

Date

Caterer/Bartender Company Name (Print)

Caterer/Bartender Address

Caterer/Bartender Phone

Caterer/Bartender Signature

Date

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