Catering / Vendor Application

Please note that this application is for single event services and does not qualify you and your organization for the School of Arts & Culture at the Mexican Heritage Plaza’s Approved Caterers list.

Instructions

● All required documents must be submitted at one time and must meet all of the requirements.
● Read this application completely. Return all documentation to your event contact/client.

Section A

a. Name of Catering Company/DBA:

b. Legal business name and/or Corporation:

c. Name of Owner and/or General Manager:

d. On site contact:

e. Office Telephone Number:

f. Office Facsimile Number:

g. On-site telephone number/cellular:

h. Email address:
Mexican Heritage Plaza

Rules and Regulations for Caterers at Mexican Heritage Plaza Events

All caterers must be pre-approved by the School of Arts & Culture at MHP.

All Caterers must be certified as a food service establishment or caterer with the Santa Clara County Health Department and must have a current Santa Clara County Department of Environmental Health Permit. Please be aware that our catering list is not an endorsement of your services, but only a list of caterers that have their required documents on file with the School and are approved to do business at the Mexican Heritage Plaza.

Caterer must submit the required documents in Sections A, B, & C (as listed below). Incomplete applications or inaccurate documentation will be cause to deny approval of your application

Section B

A. Caterers must provide a copy of their business license and a Santa Clara County Department of Environmental Health permit or appropriate County where your business resides.

Section C

Insurance:

B. Certificate of insurance for general liability coverage in the amount of $1,000,000 is required. The certificate must name the School of Arts & Culture at the Mexican Heritage Plaza as additionally insured. In addition, proof of workers’ compensation in the amount of $1,000,000; liquor liability (if selling alcohol); and automobile insurance in the amount of $1,000,000 are also required.

Setup:

C. No flammable decorations are to be used. Nothing shall be attached in any way to the walls, doors, windows, floors, ceiling, or fixtures of Mexican Heritage Plaza without the written approval.

D. Caterers are responsible to provide appropriate protection for floor as needed including: Under beverage service areas, hallways, pantries, under food cooking/serving areas, and under heavy equipment.

E. The Mexican Heritage Plaza Facilities Management must approve scheduling of deliveries in advance and catering staff must be present to receive deliveries. The School of Arts & Culture at MHP shall not be responsible for arranging appropriate personnel or equipment for unloading, loading and transportation of deliveries. The caterer shall be responsible for transporting deliveries from the loading dock to the event site. In no case shall the School be responsible for delivered items.

F. Vehicles are not permitted onto the Plaza or any pedestrian areas at anytime!

G. Caterers may not use hallways, entryways and foyers for dish out or bussing areas.
H. Extreme care must be taken when setting up equipment to prevent damage to wood floors, tile floors and carpeted areas. Damage to the facilities will be charged to the client.
I. If you require additional tables for service, you may bring your own equipment. Your client may also request additional tables for you (additional fees may apply).
J. Please bring all the tools that you need to perform your job such as extension cords, power strips cleaning supplies, etc.

Service:
K. Caterers must provide adequate staff to support the regular bussing of dishes, glasses and flatware during the event and complete cleanup following events.
L. Catering staff must be present when food or beverage is served to assure proper handling. The drop off of food other than coffee services, danish, donuts, cookies, and/or box lunches is prohibited. The service of all food requiring refrigeration and/or constant heat temperature must be supervised by a qualified on-site catering staff person.
M. Beverages in glass bottles are to be poured into cups or glasses and not distributed to event attendees for their use.
N. When food is served or prepared at the Plaza, protective covers must be placed on the Plaza surface underneath and extending 3 feet around any area where food and/or beverage service equipment is located. Acceptable covers are plywood, heavy plastic, or indoor-outdoor carpeting and must comply with Fire Code. The Director must approve in advance protective covers other than those listed. All protective covers must be of sufficient thickness and weight so that the covering does not impede pedestrian passage. Caterers are also responsible for securing the protective covers in a manner that does not impede pedestrian passage.
O. Caterers must present appropriate permits prior to use of heating sources (e.g. electric, Sterno® or other open flame). Caterers are responsible for providing one fire extinguisher at each location where a heating source will be used. *NOTE: Use or storage of propane, butane or liquid fuel is prohibited inside the school's buildings.
P. Use of more than six (6) Sterno® containers for a single hotbox or more than two (2) Sterno® containers per chafing dish is prohibited within the interior spaces of the Plaza.
Q. **Cooking is not permitted within interior spaces of the Mexican Heritage Plaza or Kitchen.** Cooking may be permitted in designated areas of the Plaza, provided that cooking is identified in the permit application and subject to the approval of the School. The location, method, equipment and facilities for cooking food must be approved by the San Jose Fire Department and the School’s Events Director and must conform to the San Jose Fire Department Regulations. Users must present an appropriate Santa Clara County Health Department permits prior to cooking on the Plaza.

Cleanup:
R. Caterers are required to leave the catering pantry as issued.
S. Caterers are required to sweep, mop and wipe down all food service areas, including the pantry after use. The following items are not provided by the Mexican Heritage Plaza, caterers must bring the following equipment for cleanup:
   a. Broom
   b. Mop and mop bucket
   c. Trash can for pantry and/or trash bags

T. Caterers are responsible for bagging all garbage associated with food and beverage service and depositing into identified bin at the end of the event.
U. Caterers must also take with them all bottles & cans following the event.
V. Caterers must remove any equipment or supplies from the catering pantry and event site at the end of an event. No catering or rented equipment may be stored in the caterer’s pantry or in any other location at the Mexican Heritage Plaza after the completion of an event without the written permission of Event Services Management. The School of Arts & Culture at MHP is not responsible for any equipment left in the pantry after the event.

W. Caterers must pickup all catering equipment at the end of each meeting and/or event. The City is not responsible for equipment left beyond the end of a meeting/event.

**Alcoholic Beverage Service**

X. Only a licensed caterer or event planner may provide the service of alcohol (no client self service) for events at the Mexican Heritage Plaza. Authorization from the San José Police Department, proof of Liquor Liability Insurance and an appropriate permit from the State of California, Department of Alcoholic Beverage Control is required.

Y. Alcoholic beverages service is limited to areas within the Mexican Heritage; no service or consumption of alcohol is permitted outside of the gates including the parking lots without the written permission from the City.

Z. Users, organizers, and event planners must provide for the following controls at events where alcohol is served:
   a. All servers must be 21 years of age or older and be an employee of the catering or bar catering staff.
   b. Only those 21 years and older may be served alcoholic beverages.
   c. Alcoholic beverages may not be served to individuals who appear to be intoxicated.
   d. An event representative must be present at the event and may not consume alcohol prior to or at the event.
   e. The service of alcoholic beverages shall conclude at least one hour prior to the end of the event.
   f. Transportation (such as a taxi/cab), must be arranged for any individual who appears to be under the influence of alcohol, and/or intoxicated.

AA. Users are responsible for indicating that alcoholic beverages will be served on the Mexican Heritage Plaza Facility Use Application.

BB. Service of alcoholic beverages must be done in conjunction with the service of food in a banquet setting, as passed hors d'oeuvres or at seated meals.

CC. Non-alcoholic beverages must be available at all times when alcohol is served.

DD. The sale and consumption of alcohol must be contained within a well defined area as determined by the San José Police Department.

EE. Measures must be taken to control points of access to the area in which alcohol is being served and to contain individuals who consume alcoholic beverages. Off-duty police officers will be required when alcohol is being served.

FF. Hours of sale will be determined by the San José Police department. Police may close the sale of alcohol at any time during the event if they determine that rules and regulations are not being adhered to or in the interest of public safety.

GG. The Sale of Alcohol at Outdoor Events

   The User will be responsible for maintaining controls to ensure that:
   a. Alcohol shall be dispensed in paper or plastic cups only.
   b. Alcohol shall be limited to beer, wine and spirits.
   c. Service of alcohol is limited to no more than two cups per customer per purchase.
   d. Alcoholic beverages are consumed in the designated area.
   e. No cans, bottles, or alcoholic beverages are brought into the event area by event attendees.
No cans or bottles of any type will be permitted inside event boundaries. To enforce this rule, the User must provide adequate private security, as determined by the San José Police Department.

II. Alcoholic Beverage Permits

JJ. Prior to obtaining a permit from the State of California Alcoholic Beverage Control, obtain an authorization letter from:

San José Police Department
Police Permits Unit
(408) 277-4980

Authorization letter charge set by Council each year

This letter will allow you to then obtain a permit from the:

STATE OF CALIFORNIA
ALCOHOLIC BEVERAGE CONTROL
100 Paseo de San Antonio, Room 119
San José, CA 95113
Tel: (408) 277-1200
www.abc.ca.gov

ABC Permit $15.00 - $30.00 per booth, per day

I have read and agree to comply with the School of Arts & Culture at Mexican Heritage Plaza’s catering rules and regulations. I also agree to educate and inform all of my catering staff of the rules and regulations for conducting business at Mexican Heritage Plaza.

_________________________________  ____________  ___________
Caterer’s / Vendor’s Signature    Date

_____________________________  _______________________
Print Name                     DBA/Catering Company Name