



CLEAN UP AGREEMENT

(for events with full, partial or self or no catering)

DATE |

EVENT NAME |

This is a Memorandum of Understanding

between **Abbey Arts** and _____ (CATERER**)

This memorandum serves as a reminder to the terms and policies already agreed to, by the RENTER, through the signing of a contract with Abbey Arts. Please refer to www.fremontabbey.org/guide for complete list of contractual responsibilities and accompanying fees for non-compliance. ****RENTER/COORDINATOR is responsible for all terms not fulfilled by caterer.**

CATERER _____ **PREFERRED?** **OFFLIST/SELF?** *(fees apply)* **UNDECIDED**

I, _____ (CATERER, as hired by RENTER) agree to abide by the following terms.

I, _____ (COORDINATOR/RENTER) accept responsibility for all terms not accepted by, or completed satisfactorily by CATERER.

SETUP, TRANSITION & TEAR-DOWN:

Initials below indicates the CATERER/COORDINATOR agrees to abide by all food & waste handling terms:

- _____ Will take good care of the building and neighborhood, sidewalks, etc.
- _____ Will ensure proper & safe setup & teardown of tables & chairs (ie. no dragging on floors, no leaning on walls)
- _____ Will sweep & mop all bar & high traffic areas, clean & reset Kitchen and prep spaces (including washing out all sinks), etc.
- _____ Any room/equipment transitions during event to be handled by caterer/renter, unless otherwise detailed in contract.
- _____ Entry/exit times are inclusive of all setup, cleanup, drop-off/pickups. See contract terms for additional details
- _____ Any vomit or excessive messes will result in a \$50 minimum cleaning fee. See contract for Security Deposit policy.
- _____ **CHECK OUT:** Will check out with Abbey Staff before leaving the building.

FOOD & WASTE HANDLING:

Caterer/Renter will handle proper food related setup & cleanup including but not limited to:

Initials below indicates the CATERER/COORDINATOR agrees to abide by all food & waste handling terms:

- _____ Will cover carpets in side rooms if used for food staging
- _____ **SORTING:** All waste left at Abbey Arts Venues must be sorted properly by caterer/renter and reviewed by Abbey Staff.
- _____ **WASTE LIMIT: 1 bag each of** Garbage, Recycle, Compost can be left at venue unless otherwise detailed in contract. We work hard to set a good example for sustainability on the environmental side by using natural cleaning supplies, efficient heaters, insulation, composting, recycling, reduced waste, and encourage all renters & caterers to actively reduce event waste.
 - COMPOST- food, dirty paper products, napkins, plates, compostable dishware etc. (Loose or Compost Bag only)*
 - RECYCLE- No food products should be put in recycle (Recycle should be loose, No Plastic Bag)*
 - GARBAGE - Must not contain any recyclable or compostable items, (Must be Bagged)*
- _____ **EXTRA WASTE:** Caterer or renter is responsible for all event waste. Extra Garbage, compost, recycle will be taken offsite.
- _____ **RENTED DISHWARE:** Will wash any/all dishware left at an Abbey Arts' venue

CATERER I agree to fulfill all initialed terms outlined in this agreement.

CATERER SIGN _____ DATE SIGNED _____

PRINT NAME _____ PH: _____ EMAIL: _____

COORDINATOR I agree to accept responsibility for all terms not accepted by, or completed satisfactorily by CATERER.

CATERER SIGN _____ DATE SIGNED _____