



## Clean-up Agreement

### Caterer/Renter Memorandum of Understanding *(including self catering)*

Renter responsible for all Terms not fulfilled by their caterer.

This agreement is between **Abbey Arts** (ABBEY)  
and \_\_\_\_\_ (CATERER)

### TERMS:

**CATERER/RENTER please initial the following:**

\_\_\_\_\_ Caterer/Renter will take good care of the building and neighborhood, sidewalks, etc.

\_\_\_\_\_ Will check out with Abbey Staff before leaving the building.

\_\_\_\_\_ **Handle proper food related setup & cleanup including but not limited to:**

\_\_\_\_\_ Covering carpets in side rooms if used for food staging

\_\_\_\_\_ Bar & High traffic areas swept & mopped

\_\_\_\_\_ Extra Garbage, compost, recycle taken offsite.

Caterer or renter is responsible for all event waste.

\_\_\_\_\_ **1 bag only** allowed in each of our dumpsters (Garbage, Recycle, Compost)

- must be sorted properly and reviewed by Abbey Staff

before disposal at Fremont Abbey.

*COMPOST- food, dirty paper products (napkins, plates, etc), compostable dishware.*

*RECYCLE- Must be loose, no plastic bags. No food products should be put in recycle*

*GARBAGE - Must not contain any recyclable or compostable items, must be bagged.*

\_\_\_\_\_ Tables & chairs - proper & safe setup & teardown, no dragging on floors

\_\_\_\_\_ Kitchen or prep space clean & reset (sinks washed out)

\_\_\_\_\_ Any rented dishware must be washed before stored at Fremont Abbey.

Abbey staff will take care of final mop, bathrooms, etc. Abbey staff may assist with teardown of tables & chairs when staff time allows. Client & caterer is ultimately responsible for reset of the building.

\_\_\_\_\_ **(Company/Client Name)**

**SIGN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_ **Contact PH:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_