

APPROVED CATERER APPLICATION



DCCC Conference Center
Davidson County Community College

I. CATERER INFORMATION

Company _____

Owner/Manager _____

Address/City/State/Zip _____

Phone _____ Cell Phone _____

Fax _____ Email _____ Website _____

Description of Business/Services

Preferred Event Size _____ Maximum number of people served _____

II. REQUIREMENTS

Please attach a *current* photocopy of the following documents to this application:

- Business License
- Food Service Permit
- License to Serve Alcohol (if applicable)
- Three Professional References (attached)
- Request for Taxpayer Identification Number – Form W-9 (attached)

In addition to the above, approved caterers must maintain the following:

- Sanitation Grade A
- Certificate of Insurance naming Davidson County Community College as additionally insured

Submit completed application with required documentation to:
Missy West, Coordinator
DCCC Conference Center
P.O. Box 1287
Lexington, NC 27293

Caterers must have read and understood the DCCC Conference Center POLICIES, PROCEDURES, TERMS AND CONDITIONS (“POLICIES”) and Caterer Guidelines (“Guidelines”). At the discretion of the college, changes may be made in the POLICIES and/or Guidelines. It is the responsibility of the caterer to make themselves aware of any and all changes which may affect their services at the Davidson County Community College Conference Center. Caterers who fail to abide by the POLICIES and/or Guidelines may be removed from the approved catering list. If removed from the list, caterers must reapply for approval and may be granted approval at the discretion of the college.

By signing below, I hereby attest that **I have read, understood, and will comply with DCCC Conference Center POLICIES, PROCEDURES, TERMS AND CONDITIONS.** Furthermore, I understand that DCCC has sole discretion to approve or reject caterers, to limit the number of approved caterers, and to terminate caterers from the approved list. I will comply with the POLICIES and Guidelines and understand that failure to follow these POLICIES and Guidelines may result in removal from the list of caterers approved to operate at the DCCC Conference Center.

I hereby certify that I have read and understand this agreement.

Signature

Print Name

Date