



"Knowing our past, guides our future."

Catering Information for HSG Events

Most of the events at the HSG properties are professionally catered. Self-catering is permissible if the RP provides the same insurance coverage required for caterers. The RP must inform the HSG at least 45 days in advance of the event of the name of their caterer. The RP must send a signed Caterer's Contract (included) and a certificate of general liability (\$1,000,000) and liquor liability (\$1,000,000) with the HSG named as co-insured for the event also 45 days prior to the event. Without proper insurance, the HSG rented property will not be opened on the day of the event.

The RP is responsible for informing the caterer of the HSG regulations, particularly that all garbage, bottles, trash, etc. must be removed from the premises at the termination of the event.

If RP hires an independent bartender, a separate Caterer's Contract must be signed by the bartender, and the RP must send a certificate of insurance for said bartender showing that the bartender has at least \$1,000,000 liquor liability with the HSG named as co-insured for the event. The contract and certificate of insurance must be received by the HSG 45 days prior to the event. **The bartender is responsible for removing all glasses, cans, bottles and trash from the premises immediately upon termination of the event.**

All Caterers and Bartenders are subject to approval by the HSG.