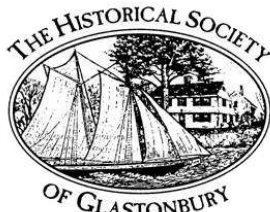


"Knowing our past, guides our future."

Caterer's (includes Caterers and Bartenders) Contract

Historical Society of Glastonbury, Inc. (HSG) in the State of Connecticut, proprietor of the Museum on the Green, situated at 1944 Main Street Glastonbury and the Welles-Shipman-Ward Property, situated at 972 Main Street South Glastonbury grants the right to licensed and insured caterers (\$1,000,000 general and \$1,000,000 liquor liability) to serve food and beverages to their clients at those sites as long as the caterer obeys the regulations as set forth below by the HSG.

1. Neither the HSG nor its staff members receive any monies from caterers. All charges for the site are paid by The Renting Party (RP) directly to the HSG.
2. Forty-five days before the event the Caterer must file a certificate of general liability (\$1,000,000) and liquor liability (\$1,000,000) with the HSG named as co-insured for the event. Without proof of insurance, the event will be cancelled.
3. The Caterer must remove all trash/garbage from the premises immediately after the event, leaving the facility, in a clean and tidy condition. Discuss this in advance with your staff so each of you understands his/her responsibility.
4. The Caterer will use their own equipment to heat and chill only. There will be no candles or open flames in the interiors of properties.
5. The Caterer and the RP must follow the site supervisor's instructions concerning parking, hours of access, noise level, removal of furniture, placement and removal of decorations, etc.
6. To have rental goods delivered or picked up, the Caterer must contact the HSG for scheduling. The HSG takes no responsibility for items left before or after the event. The RP contracts for the day of the event only and is required to remove all goods, rental equipment, etc. from the premises immediately after the event.
7. The Caterer and/or his agents must be present on the premises at all times during the scheduled event.



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8. The Caterer will require the bar staff to remove and dispose of bottle caps before serving bottled drinks. Swizzle sticks are not allowed on any of the properties.

9. The Caterer is allowed two hours for set-up on the day of the event and one hour for breakdown/cleanup.

Any caterer who does not follow these regulations will be denied access to cater future events.

Please sign, date and return this form to the HSG at least 45 days prior to the event. Returning this signed contract is proof of reading, understanding and willingness to comply with the regulations.

AGREED AND ACCEPTED BY:

Caterer/Bartender _____, Renting Party (RP) by _____,

Print Name _____, Title _____ Date: _____ Event Date: _____

Historical Society of Glastonbury, Inc (HSG):

By _____, Print Name _____, Title _____

Date: _____ Event Date: _____