

## **CATERER LIST REQUIREMENTS**

### **DOCUMENT REQUIREMENTS**

Welcome to the NIH. In order to insure the quality of service safety of NIH staff and uniform treatment of all catering companies, the NIH Food Services Programs Office requires that all catering companies providing services for events furnish the documentation listed below. These documents must be on file with the Program Manager a minimum of one week prior to your event. You may fax copies to (301) 435-1999.

All caterers providing service to the NIH Conference Service Centers must be licensed. Caterers providing service for public events must be licensed in Montgomery County and supply the follow:

1. Federal Tax ID number.
2. State Tax ID number.
3. Proof of adequate liability insurance.
4. Proof of workers compensation coverage.
5. Serve-safe certification for all catering managers.
6. Background checks for all employees and temporary staff.
7. Health inspection of the production facilities with a passing grade for the most recent rolling 12 month period.

### **PERFORMANCE REQUIREMENTS**

- All catering employees will be dressed in appropriate attire during the scheduled hours of the event. No jeans or t-shirts unless company logo is displayed.
- Preparation of food cannot be done on site. Be advised that the conference centers do not have a catering kitchen or the ability to brew coffee.
- Catering company must attend food function area at all times during the event. No delivery and or drop off service is permitted.
- Open heating flames (sterno) will be monitored at all times by catering company.
- The caterer staff must clean up tables and immediate floor. NIH Events Management staff can assist in securing dustpans, brooms and mops if needed. Coffee stations should have drip mats (gray) to protect floor area. The facility must be left in the same condition as it was before the function and work area.
- Trash must be removed to the appropriate loading dock dumpsters at the end of the event. All trash must be recycled. Be aware if this is not done, NIH can and will assess fines.
- Food and beverage set up will not deviate from the pre-approved floor plan by NIH Events Management staff. Copies are available upon request. It is the responsibility of catering company to contact events management staff to review food function floor plans one week prior to event date.
- All electrical hook ups must be pre-approved. Outlets are limited and if not approved, these appliances will not be allowed. Natcher conference center (Building 45) circuitry is not wired to support coffee urns.

**CATERER LIST REQUIREMENTS (continued)**

- You must check in and out with NIH Events Management staff.
- Catering preparation will occur only in pre-approved areas, keep within fire and safety code, and is the responsibility of catering to keep clean.

**POLICIES AND REGULATIONS**

- All damages incurred during your event, accidental or otherwise, will be billed at the cost of replacement or repair.
- No cash transactions permitted in the Conference Centers.
- Alcoholic beverages are permitted only with prior written NIH approval from the Director, Office of Research Services.
- Plants and other conference center equipment may not be used or moved unless approved by NIH Events Management staff.
- Caterers must supply the following items:
  - Appropriate trash receptacles for both front and back of the house needs.
  - Carts, Dollies and or Pallet Trucks to move food & supplies.
- Square 5 ft. Tables (without linens) will be provided. Additional tables may be brought in with the permission of the Center's Management.
- All serving tables should be appropriately dressed with linen table clothes and skirting to keep the integrity of the facilities.
- Added table skirting should be white, black or burgundy unless otherwise approved by NIH Events Management staff. Please be advised that "spring" clips are needed for Conference Center tables.
- Unloading and reloading must be done in the buildings loading dock area unless otherwise approved.
- NIH Event Management staff is not responsible for cleaning up catered functions during or after the event. If NIH Event Management staff is required to conduct cleanup services for a caterer, the caterer may be removed from the Preferred Catering List and will be assessed a housekeeping fee by NIH Events Management.
- Serving of red beverages, loose berries, loose coconut or powdered items and/or chewy brownies are prohibited.

Additionally, the Division of Amenities and Transportation maintains a printed list of approved caterers. To be eligible for this list, you must have met all performance requirements and maintain a satisfactory record of performance.

**CATERER LIST REQUIREMENTS (continued)**

I UNDERSTAND THE ABOVE REQUIREMENTS, POLICIES AND REGULATIONS OF THE ORS CONTROLLED SERVICES AND AGREE TO ABIDE BY THEM. I ALSO UNDERSTAND THAT I AM RESPONSIBLE FOR ANY DAMAGE DONE TO THE CENTER.

\_\_\_\_\_  
CATERING COMPANY

DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RETURN TO:  
*Food Services Programs Manager  
National Institutes of Health  
ORS, Division of Amenities and transportation Services  
301 North Stonestreet, Suite #115  
Rockville, MD 20892-3355*

*Phone: 301-402-8180  
Fax: 301-435-1999*