

“Exhibit E (2)”

Powel Crosley Estate  
Off-Site Caterer Program

Manatee County Government (hereinafter “MCG”) has adopted the following rules and policies to implement an Off-Site Caterer Program for caterers providing food and beverage for events at the Powel Crosley Estate (hereinafter “Crosley”). It has been determined that the program provided herein is an appropriate way to apportion the cost of operating the Crosley facility; will better protect the facility and MCG’s assets; to provide for administrative efficiency and to help ensure successful events.

1) General Program Outline

- a) MCG has contracted with a caterer to represent the Crosley as the Convention Center Facilities In-House Food and Beverage Service.
- b) MCG has also established a program to provide an “Off-Site List” of caterers under agreement with MCG allowing them to also provide catering services – food and non-alcoholic beverage at the Crosley. The list will be provided to customers from the sales office if additional options are requested by the customer only.
- c) Program period runs annually from October 1 through September 30. A 30 day enrollment period will precede the program start.

2) Application Fees

- a) Application fee during the annual enrollment period – September 1-30 is ~~\$100~~ \$250.
- b) The fee for enrolling outside the enrollment period shall be ~~\$150~~ \$500.
- c) All fees are subject to current sales tax, if applicable.

3) Food Service Commission

- a) Caterers will be required to pay 10% sales commission on gross receipts (~~food, non-alcoholic beverages, labor and rentals~~). ~~Sales tax and gratuities are not included in the commission.~~ which include ALL items (food and beverage, rentals, labor, service charge and transportation, etc) with the only EXCEPTION being sales tax and gratuities and items listed in #3C. Caterers that apply for the program outside of the initial enrollment period will pay 15% sales commission on gross receipts as outlined above.
- b) Commission will be due within 15 days following the event along with the Commission Remittance Form provided by the Crosley and a copy of the customer’s invoice. Failure to pay on time will result in one non-compliance incident and additional charges accessed. See item #7(a) iii and #11(b).

- c) Business checks, Visa, Mastercard and Discover may be accepted for payment.
- d) MCG reserves the right to request reasonable documentation required to verify the amount due.

### 3) Rental Items

- a) Caterers are required to order, handle and run through their billing all rental items.
- b) "Rental items" will include plates, silverware, decorations, lighting, chairs, tables, furniture, tents and other items rented to be used during the event.
- c) Specifically excluded in rental items are third party vendors providing limos and any transportation, clothing, flowers along with their containers, cakes, photographers, all entertainment (includes photo booths, DJ, etc), and wedding planners as well as Convention Center Facilities In-House AV Services.
- d) Have all rental equipment picked up at the conclusion of the event. If the rental company does not pick up at the conclusion of the event and equipment is left past the move out time the caterer will be assessed a \$250 fee and will not be permitted back onto the Crosley property until it is received.
- e) Control and monitor tent companies to prevent damage to the lawn and sprinkler system upon set up and tear down. Caterer will be billed the cost of lawn repair and sprinkler replacement plus 25%.
- f) Confirm client has contracted adequate rental time with the facility for the set up and tear down of rental times. Vendors are not permitted on the property unless it is rented by the Licensee.

### 4) General Rules

- a) The Manager on Duty for the Crosley will have full control of the facility before, during and after the event.
- b) Catering employees working at the Crosley must be at least 18 years old.
- c) The following activities are strictly prohibited:
  - i) Leaning equipment against the facilities walls or dragging equipment on the floor or stairs,
  - ii) Fireworks, sky lanterns, and sparklers are prohibited on Crosley property,
  - iii) Lit candles not properly enclosed in glass globes,
  - iv) Rose, rice and bird seed tosses are prohibited. All other fresh flowers or biodegradable products are acceptable with management approval. Bubbles are allowed.
- d) Only the Crosley may provide alcoholic beverages on the Crosley property.

## 5) General Conditions

### a) Proof of Insurance

i) Caterer's Liability Insurance is to be provided and arranged by caterer for events using outside caterers at the Crosley. Manatee County, a political subdivision of the State of Florida, must be named as the additional insured. A blanket certificate is required and due with application.

(1) Amounts required are as follows:

- (a) General Comprehensive \$1,000,000
- (b) Product Liability \$1,000,000
- (c) Independent Contractors Liability \$1,000,000
- (d) Liability per occurrence \$1,000,000
- (e) Premise/Operations Liability \$1,000,000
- (f) Personal Injury Liability per occurrence \$1,000,000

ii) Control of Powel Crosley Estate Facilities –Crosley does not relinquish the right to control management of the Space or the Crosley, and to enforce all the necessary and proper rules for the management and operation of the same. The agents and employees of the Crosley may enter the Crosley facility and space at any time and on any occasion.

b) Indemnity - Caterer agrees to conduct its activities within the Crosley so as not to endanger any person lawfully thereon; and to indemnify and save harmless the Crosley against any and all claims for loss, injury or damage to persons or property, including claims of Caterer's invitees, arising out of the activities conducted by the Caterer's employees, agents or invitees. If the premise or any portion of the Space during the term of the Agreement shall be damaged by the act, default or negligence of the Caterer's employees, agents or invitees, the Caterer will pay to Crosley upon demand such sum as shall be necessary to repair such damage. Caterer hereby assumes full responsibility for the character, acts and conduct of Caterer's employees.

c) Fire - In case the Crosley or any part thereof shall be destroyed or damaged by fire or any other cause, or if any other casualty or unforeseen occurrence shall render the fulfillment of the Agreement impossible including, without limitation the requisitioning of the premises by the United States government or any arm or instrumentality thereof, or by reason of labor disputes, then and thereupon the Agreement shall terminate.

d) Evacuation of the Crosley - Should it become necessary in the judgment of the Crosley to evacuate the Space because of a bomb threat or for other reasons of public safety, the dates and times provided in the Agreement will be extended for sufficient time to complete the Event without additional rental charges providing such time does not interfere with rights previously granted to another rental. Caterer waives any and all claim for damages or compensation from Crosley.

## 6) Facility Use Regulations

- a) The Crosley Facility - Caterer shall not injure, mar nor in any manner deface the Crosley, and shall not cause or permit anything to be done whereby the Facilities shall be in any manner injured or marred or defaced and caterer will not do, or permit to be done anything in or upon any portion of the Facilities or bring or keep anything therein or thereon which will in any way conflict with the conditions of any insurance policy upon the Facility or any part thereof, or in any way increase any of insurance upon the Facility or on property kept there.
  - b) Defacement - Caterer shall not drive or permit to be driven, any nails, hooks, tacks, or screws in any part of the Facility, shall not tape or permit to be taped any material to any part of the Facility, and shall not make or allow to be made any alteration of any kind therein.
  - c) Residual Matters – All matters, rules, regulations, or deviations there from, not expressly provided for herein, shall be decided upon by the Crosley Estate Executive Director or Designee.
- 7) Crosley agrees to:
- a) Provide access to the facilities during the hours contracted by Licensee only starting with move in and ending at move out.
  - b) Provide hand washing facilities, access to water, and a small amount of counter space for your prep work in the “butler’s pantry” and “kitchen” area of the house. The freestanding banquet table and stainless steel counter in the kitchen are not available as it is used by Crosley staff. Cabinets and doors cannot be blocked. If additional space is required, alternate space will be suggested based on availability by the Manager on Duty. Refrigerators, freezers, hot boxes, cooking appliances, or dish washing facilities will not be provided. Those items which are present in the facility are not for general use. No rinsing or washing of dishware, glassware or flatware is permitted at any time.
  - c) Provide the use of a limited number of 20 -60” up to 12- 8’ tables for caterer’s use in setting up for food service. The tables must be setup by the caterer and caterer must confirm availability prior to the event date. These tables must be broken down by the caterer immediately following the event. Tables are not heat resistant and must be returned in original condition. The Crosley recommends that caterers bring their own tables for use with hot prep.
  - d) Provide the following for all bar services: bar tables, white table coverings for bar tables, black table skirts for bar tables, standard mixers, standard garnish such as cherries, olives, cocktail onions and citrus wedges, tall high ball glasses, wine glasses, rocks glasses, ice, bartenders and bar backs. Any non-standard items must be provided by the caterer, this includes colored linens, champagne or other special glassware, exotic garnishes (such as those for a “signature beverage”).
- 8) Caterer agrees to:

- a) Comply with all laws, ordinances and regulations which may be applicable to the facility including all liquor laws.
  - b) Provide Crosley with a copy of the current Food and Beverage License issued by a State of Florida authorized agency which allows the Caterer to provide food service at an off-site location – the Crosley.
  - c) Keep the License and Insurance up to date with the Crosley. Caterer will be temporarily removed from the list without these correct documents on file.
  - d) Comply with all rules of the Crosley Estate, including but not limited to:
    - i) Be self-sufficient as cooking facilities are not provided by the Crosley.
    - ii) Park all catering vehicles and vehicles of its employees in the employee parking lot located on the south end of the Crosley, or as directed by the Manager on Duty.
    - iii) Clearly identify your company by the use of signage at the catering site.
    - iv) Bus all dishes and glasses provided by Caterer as well as the bar glasses provided by the Crosley.
    - v) Return the facility to the same condition as it was upon arrival including: Clean all prep areas used for catering after the event. This includes removing trash, cleaning counter space and sweeping and mopping floors and removing all food related trash from the Crosley at the completion of the event. Trash may not be put into the Crosley dumpsters.
    - vi) Grease must be removed from the property.
    - vii) “Check out” with the Crosley Manager-On-Duty before departing the property after an event. A sign-out checklist will be signed by both parties confirming required tasks have been completed.
    - e) Clearly showcase the name of their company by using signage at the catering site.
- 9) Removal of a caterer from the Off-Site Caterer Program
- a) The Executive Director or designee has a right to terminate a caterer from the Program for the following reasons:
    - i) Failure to provide the required insurance.
    - ii) Two non-compliance incidents within a one year period.
    - iii) Two late payments of commission in a one year period.
    - iv) Non-payment of a commission.
    - v) Caterer will be notified by certified mail of the intent of Crosley to remove their name from the Off-Site Caterer List. The caterer will have 10 days to meet with facility staff to discuss the violations.
    - vi) Executive Director or designee will make the final decision on removing the caterer from the Off-Site Caterer List.
    - vii) Upon the decision by the Executive Director or designee to terminate catering privileges at the Crosley, the caterer will be required to provide us with the names of the parties in which the caterer is contracted to provide food service for at the Crosley.

- viii) Caterer agrees to release these individuals at their request from their agreement if requested by Crosley or the party.
- ix) The caterer, or any organization with which caterer is affiliated or which any principle of caterer is affiliated, will be removed from the Program and barred from providing principles food service at the facilities for a period of up to five years. In considering the period of removal, the Executive Director shall consider the seriousness of the violation and any risks to licensee, invitees and facility staff, the efforts of the Caterer to correct such violation and any prior history of violations.

10) Appeals from determinations of the Executive Director or designee

- a) Any actual or prospective caterer who is aggrieved in connection with actions undertaken by Executive Director or his designees in violation of the law or these policies may file a written protest with the County Administrator, who shall consider and investigate the written protest and render a decision within ten (10) days, excluding Saturdays, Sundays and County holidays, after filing of the protest or any additional information, if additional information is requested by the County Administrator. The County Administrator shall conduct such investigations and such hearings as the Administrator determines are necessary and shall provide a written copy of his decision to the protestor within 30 days. The purpose of this procedure is to provide an expeditious administrative remedy and upon issuance of the Administrator's written decision, the protestor shall be deemed to have pursued all administrative remedies.

11) Charges Due and Fees

- a) If caterer fails to comply with any of the requirements and obligations provided herein, Caterer will be assessed a \$100 administrative fee as well as the actual cost of clean-up, repair or replacement if the violation or failure to comply results in such costs.
- b) In addition to 11 (a) above, Caterer shall pay a \$100 fee if Caterer fails to pay the commission due under 3 (a) within the required 15 days. An initial \$100 fee will be accessed each month for two more months if commission is not paid.