



APPROVED CATERER APPLICATION

CATERER INFORMATION

Company Name: _____ Fed. EIN: _____

Owner/Manager: _____

Address: _____

City/State/Zip: _____ County: _____

Primary Phone: _____ Alternate Phone: _____

Fax: _____ Email: _____

Website: _____

Description of Business and Services: _____

Attach the Following to Application:

Required Attachments:

- 1) Completed Application
- 2) Health Department Permit
 - a. Minimum Grade A Sanitation Score
- 3) Four Letters of Professional Reference
- 4) Completed IRS W-9 Form
- 5) Certificate of Insurance naming the City of Kannapolis as an additionally insured
 - a. Minimum of one million dollars (\$1,000,000.00) each for liability, bodily injury, and property damage
- 6) Ten Menu Options with Prices (as applicable to the services you provide)
- 7) \$200 Non-Refundable Application Fee

Optional Attachments:

- 1) Copy of a valid ABC Off-Premises Beer/Fortified Wine Permit
- 2) Copy of a valid Special Occasion and/or Mixed Beverage Catering Permit

Caterers must have read and understood the City of Kannapolis Approved Caters Guidelines (“GUIDELINES”). At the discretion of the City of Kannapolis, changes may be made in the GUIDELINES. It is the responsibility of the caterer to make themselves aware of any and all changes which may affect their services at any City of Kannapolis facility. Caterers who fail to abide by the GUIDELINES may be removed from the approved catering list. If removed from the list, caterers must reapply and may be granted approval at the discretion of the City Manager or his designee. By signing below, I hereby attest that I have read, understood, and will comply with City of Kannapolis GUIDELINES, procedures, terms, and conditions. Furthermore, I understand that City of Kannapolis 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 GUIDELINES and understand that failure to do so may result in removal from the list of caterers approved to operate at any City of Kannapolis facility. I hereby certify that I have read and understood this agreement.

Owner/Manager Signature

Date