

Dear Potential Pre-Approved Caterer or Kitchen Rental Customer:

The Morgan Hill Community and Cultural Center (CCC) hosts many events that include meals or other catering needs. The facility is equipped with a state-of-the-art, professional quality kitchen facility that is available only to our banquet room reservations.

All prospective and processed Community Center reservations receive the list of pre-approved caterers when inquiring about our banquet rooms. The pre-approved caterers list includes business contact information and the type of cuisine available from the business. A key benefit to increased likelihood of being contacted.

Renters are free to utilize any caterer of their choice but are required to meet certain City qualifications before being permitted to use the kitchen facility. Non-pre-approved caterers are limited to only reheating food. Pre-approved caterers can cook onsite and offer a different level of service/options.

Small business/caterers may also reserve the CCC kitchen (if available) for various food preparation and on-site cooking. Business/caterers wishing to reserve the kitchen must complete the same application and provide the requested documents before reservation begins.

Please complete the application on the second page and submit all required documents. Once all documents and application are submitted and approved, your business will be added to the list. All pre-approved caterers are responsible to maintain all documents current and up to date each year with the City of Morgan Hill.

#### **CCC Kitchen Use Policies**

Prior to being placed on the list of caterers, your business will be required to agree to these caterer requirements and policies and attend a short orientation of the kitchen facilities.

- The CCC will provide and set-up tables and chairs only. The renter and/or caterer must provide linens, dishes, cutting boards, cooking utensils, etc. The caterer is responsible for all set-up and breakdown of their equipment and accessories for the event.
- Caterer will be permitted to begin set-up at the time the renter has reserved the banquet room.
- Caterers serving at the CCC may bring food prepared or ready to finish at the site. ***Cooking is only permitted if your business is on the current City of Morgan Hill pre-approved catering list.***
- The kitchen is always shared with other renters.
- No garbage or grease disposal in the sinks, toilets, or urinals.
- Caterer must provide adequate bussing throughout the function.
- All small appliances must be turned off and the dishwasher drained at the end of the event.
- Care should be taken to protect all kitchen equipment and surfaces. Caterer is responsible for leaving a clean orderly kitchen and the removal of all equipment (including rental items) within the rental timeframe. The kitchen should be swept and mopped free of food, and the sink and counters must be wiped down.
- The CCC is not responsible for lost, damaged, or stolen items, or items left on site by the caterer.
- The CCC does not have a storage area and any items left-over would need to be discarded before the next event arrives the next day.

Should you have additional questions, please contact our office at 408-782-0008. We look forward to working with you.

Sincerely,



Jose Garcia  
Event Coordinator



**COMMUNITY SERVICES DEPARTMENT- COMMUNITY AND CULTURAL CENTER  
PRE-APPROVED CATERER APPLICATION**

**Business Name:** \_\_\_\_\_

**Type of Cuisine:** \_\_\_\_\_

**Owner/Manager Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Pre-approved Caterer**

**Private Kitchen Rental**

**Please provide the following:**

- **Business License:** Copy of current City of Morgan Hill business license. If you do not have a City of Morgan Hill Business License, information can be obtained by calling the City’s Business License Section at (408) 779-7240.
- **Copy of County Health Department Permit**
- **Copy of License issued by State Bureau of Alcoholic Beverage (if applicable)**
- **Insurance:** Copy of current certificate of insurance providing evidence of the following policies and limits:
  - **General Liability** with policy limits of at least \$1,000,000 per occurrence. The name of the INSURED must match the name of the organization or company name on this Application.
  - **Endorsements:** The General Liability policy must include the following three endorsements:
    1. The City of Morgan Hill, its elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers are named as additional insureds; and,
    2. The insurer waives the right of subrogation against the City of Morgan Hill and the City’s elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers; and,
    3. Insurance shall be primary non-contributing.
  - **Automobile** with policy limits with at least \$1,000,000 per accident.
  - **Workers Compensation:** Evidence of workers compensation insurance must be provided unless the business does not utilize employees or subcontractors. This exemption can only be granted by the City’s Risk Management Department. The name on the Workers Compensation Insurance certificate must match the name on the Application and business license.
  - **Certificate Holder shall be listed as follows:**  
City of Morgan Hill  
17575 Peak Avenue,  
Morgan Hill, CA 95037

**Please submit this application and the required documentation to:**

City of Morgan Hill-Community Services Department

Attn: Jose Garcia

17000 Monterey Road

Morgan Hill, CA 95037

(408) 782-0008

[Jose.Garcia@morganhill.ca.gov](mailto:Jose.Garcia@morganhill.ca.gov)