

# Smith College Conference Center

## Outside Caterer Policies

The Smith College Conference Center allows you to work with the caterer of your choice to provide the food for your special day. Use of the kitchen is only available to licensed and insured caterers. A catering agreement as well as a catering license (or permit to work in the town of Northampton) and proof of insurance must be provided to the Conference Center within thirty (30) days of your event. If these are not received in this time frame, your event contract will be considered null and void, and the Smith College Conference Center will be released of any responsibilities outlined in the contractual agreement. Your deposit will be forfeited.

### **Insurance**

The Caterer shall be required to obtain and provide proof of the following types of insurance with the following minimum limits of liability prior to providing the Services:

1. Auto Liability - \$1,000,000 CSL (including owned, non-owned and hired vehicles)
2. General Liability - \$1,000,000 CSL per occurrence / aggregate with the following wording "Smith College, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured."
3. Workers Compensation - Statutory
4. Employers Liability - \$500,000/\$1,000,000/\$500,000 with the following wording "Smith College, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured."

### **Duties of the Caterer**

1. The Caterer shall be responsible for any and all duties surrounding the preparation, service and clean-up of the event. This includes dressing/setting all tables, serving, clearing/bussing all plates, utensils and glassware, washing, drying and properly storing dishes/glasses/bottles/silverware (including all barware) and ensuring that the kitchen is left spotless and organized, just as it was found.
2. Wiping down all kitchen surfaces, tables, and chairs, sweeping and mopping kitchen and preparation area floors, bagging and placing in the outside dumpsters all garbage and recycling, cleaning ovens, warmers and other equipment is all part of the check-out procedure. Compliance with the check-out procedure at the end of each event is required.
3. The Caterer will have trained, responsible personnel onsite for the duration of the event. Caterers and their employees must, at all times, be properly dressed and conduct themselves in a manner which is suitable to the clients and the setting of the party.
4. The Caterer will not have access to the property earlier than two hours prior to the event, and is expected to be out of the kitchen within 30 minutes of the end of the event. The Caterer's arrival time must be arranged with the Conference Center Manager, and a quick check-in is requested upon arrival at the venue.
5. The Conference Center Manager will have complete control and final say over all outside vendors operating within the Conference Center.

# Smith College Conference Center Local Caterers

**Atkins Farm**

info@atkinsfarms.com  
413-253-9528  
www.atkinsfarms.com

**Black Sheep Catering**

blacksheepdeli@gmail.com  
413-253-3442  
www.blacksheepdeli.com

**Captain Jack's Roadside Shack**

413-203-5367

**Esselon Café**

413-585-1515  
www.esselon.com/cafe/catering

**Hamel's Creative Catering**

413-538-7431  
www.hamelssummitview.com

**Heirloom Catering**

heirloomcatering@gmail.com  
413-404-1898 www.heirloomcateringlocalfood.com

**Smithsonian Caterers**

413-247-5157 or 413-219-3171  
www.smithsoniancaterers.com

**Hillside Organic Catering**

cateringfromhillside@gmail.com  
413-325-1537  
www.hillsideorganiccatering.com

**Log Rolling Catering**

413-535-5077  
www.logrollingcatering.com

**Myer's Catering**

partyplanners@myerscatering.com  
413-527-8813  
www.myerscatering.com

**Bluedoor Gatherings**

laura@bluedoorgatherings.com  
413-537-8722  
www.pycatering.com

**Seth Mias Catering**

info@sethmias.com  
413-695-4874  
www.sethmias.com

**Smith Dining Services Catering**

mcook@smith.edu  
413-585-2300 or 413-585-2304  
www.smith.edu/diningservices/catering