June 1, 2022

Maureen Gutierrez

Senior Director of Sales and Special Events Dallas Arboretum and Botanical Garden RE: Preferred Caterer List

Thank you for your interest in joining our preferred caterer list. We invite you to review this information packet with our catering criteria, checklist, and application for consideration.

Applications are accepted June 1st -30th each year. Our Sales and Special Events Committee will review your application.

All applicants will be notified by September 30th to let them know if they have been selected for the following calendar year. Once selected the agreed upon terms and conditions agreement will be issued and will be valid for one calendar year. All caterers will be reviewed for standards/needs of our clients and members annually.

Please return the attached forms and any correspondence to my attention for consideration.

Thank you for your interest in the beautiful Dallas Arboretum.

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Criteria for Selection

**Catering List for the Dallas Arboretum**

1. Caterer must have been in the business of regularly catering functions from 50-300 guests in the past five years as a principal source of income.
2. Caterer will provide photographs of set-ups for buffets or the plates served as well as a list of possible menus with prices.
3. Ability to have one person designed to return call or email in a twenty-four-hour period of any potential customer for the Arboretum and have promptly send a proposal for the event discussed.
4. Caterer will provide a presentation packet available for the Arboretum to electronically send to potential clients.
5. Caterer is required to provide payment of a 15% commission to the Arboretum on all food and beverage costs invoiced to Arboretum clients. Payment is to be made to the Arboretum **within the first 4 business days of the month following the date of event** and shall be accompanied with the Banquet Event Order ("BEO") and/or client invoice. **Caterer agrees to provide the Arboretum a complete client invoice no less than 4 weeks prior to the event by sending it to the Director of Sales and Special Events. If event date is less than 3 business days from order placement, the Caterer, and the Arboretum will agree to the best communication process.**
6. Caterer will follow explicitly the Dallas Arboretum standard for load in, cleanliness of the property during the time of use and close out at the end of the evening.
7. Caterer must have working capital to cover the cost of any event secured at the Dallas Arboretum.

The preferred caterer list will include:

1. High-end name chefs who are accustomed to catering the most elaborate parties in the city.
2. At least one caterer that specializes in Mexican Cuisine and another entree type.
3. Our in house caterer for the Dallas Arboretum has daytime access in Rosine Hall and at the DeGolyer Restaurant.
4. Two Caterers that can provide a variety of food choices reasonably priced and can offer any type of meal or service - from breakfast to seated dinner.
5. One caterer that specializes in a high-end look of every course of continental dining.

Please provide your Covid-19 Policy and food safety protocols.

Four additional Caterers that are allowed in ATP or the Alex Camp House will include:

1. Specialty in box lunches or dinners as well as buffets.
2. Farm to Market specialty.
3. Two Caterers with reasonable price points and a cross-section of buffet items for weddings/private events.

Contracting Procedure

1. The agreement period is from January 1, 2023 to December 31, 2023. The Arboretum may terminate this agreement at any time during agreement period for any reason by delivery of written 30-day notice to Caterer.
2. All Catering proposals must be created by October 1 and turned in for the upcoming year to be presented to Dallas Arboretum staff and the committee for a final decision by November 15.
3. Caterer shall provide to the Arboretum a "Certificate of Insurance (COi) for $1,000,000" (one million dollar) liability coverage by the effective date of this agreement. The COi must name the Dallas Arboretum & Botanical Society, Inc and the City of Dallas as additional insureds. This coverage must be kept current at all times; if any changes to this coverage occur during the agreement period mentioned above, the new/current COi shall be provided to the Director of Sales & Special Events, Dallas Arboretum.
4. Caterer shall provide the current "Catering Certificate/Health Dept. Inspection" as approved by the Arboretum by December 15, 2022 to be kept on file with the COi.
5. Caterer shall provide copy of Caterer's current "TABC liquor license" to the Arboretum by December 15, 2022.

Set-up /Tear-down/ Rules of Arboretums

1. The Arboretum establishes a 5:00pm load-in for all evening private functions, unless otherwise specified by the Arboretum Director of Sales and Special Events. Any earlier load­ in times must be approved by the Arboretum. Additional costs may be applied to the client for this allowance.
2. Caterer is responsible for all food and beverage set-ups and tear-downs and all trash removal involved with each client event. Anything that was moved must be put back in the original position after the event; this applies to all areas of use. As some furniture cannot be moved unless approved by Dallas Arboretum's Director of Sales and Special Events before event.
3. The kitchen is for warming foods only, no food preparation or cooking is allowed. No grills, deep fryers, open flames, etc., will be used on the Arboretum premises. The dishwasher may be used when catering an event, as well as the detergent purchased by the Arboretum; however, all dishes are to be removed from dishwasher and packed and removed from the kitchen to approved storage areas until the rental company of the Caterer's choice arrives to retrieve the wares.
4. The client may supply alcoholic beverages for their event; however, the Caterer is responsible for service of alcoholic beverages that complies with current TABC regulations at all times. Alcohol shall not be delivered in advance of the event by Caterer or the client until the approved load-in hour, unless approved in writing in advance by the Arboretum Director of Sales & Special Events. All alcohol and food must be removed at the conclusion of event.
5. Red beverages and/or foods, such as berries, sauces, etc. are not to be served inside the DeGolyer Estate per the Arboretum's event policies. Red beverages and/or foods, such as berries, sauces, etc. are allowed inside the Alex Camp House per the Arboretum's event policies, only following client payment of an additional security deposit. The Director of Sales

& Special Events will discuss this additional security deposit requirement with the client during the contract phase, and will notify Caterer if this additional security deposit is paid by the client.

1. At no time are open flames allowed on the Arboretum premises. Votive candles that are pre­ approved by the Director of Sales & Special Events may be used inside and outside with no more than four candles per guest table. For catering purposes, sterno flames are allowed. No candles are allowed under tents per the fire code. No barbeque grills, deep fryers or cookers may be used on the Arboretum premises.
2. Caterer is responsible for keeping ice chests, if used, in the designated prep areas of each kitchen designated by the Arboretum or behind the client beverage stations designated by the Arboretum.
3. Caterer is responsible for disposing of ice in the appropriate places. Absolutely no ice is to be dumped on grass, walkways or flowers at the Arboretum, as ice will kill plants and grass. Caterer will be held financially responsible for any damage.
4. Disposable china is not allowed unless approved by Dallas Arboretum's Director of Sales and Special Events before event. All equipment such as china, glass, silver, linen, etc... is to be provided by Caterer or renter.
5. Caterer is responsible for all cleaning of restrooms during and at the close of an event. Caterer is also responsible for cleaning all kitchens and guest celebration areas at the close of an event.
6. In addition, cleaning for which Caterer is responsible shall include:
   1. Removal of crumbs from all furniture and returned to original set up position.
   2. Removal of smears and stains from all furniture surfaces.
   3. Sweeping, mopping of all floors, including terraces and beverage stations.
   4. Rinsing and proper storage of all mops. (Rinsed, drained and hung upside down at appropriate location.)
7. Caterer is responsible for cleaning the kitchen counters, and event/kitchen surfaces of all types. Fronts of appliances and back splashes must be wiped down and removed of grease and/or stains. Floors must be swept and mopped. Caterer is responsible for turning off all appliances, including gas burners.
8. Caterer is responsible for collecting and removing all trash from all event areas. Trash is to be placed in the appropriate dumpster: (1) back of Rosine Hall; (2) bins next to DeGolyer, as designated by the Arboretum Event Facilitator; (3) Camp parking lot. This includes all exterior and restroom trash containers. No trash or excess storage containers are to be placed outside kitchen before, during or after an event; it may however be taken to the dumpster at any time.
9. Caterer shall leave nothing behind from the event, except the items used from the rental company. Those rental items must be placed in the appropriate storage area as designated by the Arboretum and wrapped in plastic for protection. Items are not to be left inside the kitchen or the Arboretum, which includes, but, is not limited to, florals, vases, cakes, etc.

**Standard Checklist for Evaluating Caterers**

**Experience**

How many events do you book per year? What size events do you cater most often?

[Type here]

Do you specialize in any specific service style? References for similar events catered provided

[Type here]

Name of the on-site coordinator or manager for the event+experience

[Type here]

Do you belong to, and participate with business associations?

[Type here]

**Caterer Readiness and Adaptability**

Can you provide sample menus? Do you have a cuisine specialty? Do you offer a pre-set menu?

[Type here]

Can you accommodate specific dietary restrictions?

[Type here]

Do you provide bar service and alcohol?

[Type here]

**Caterer's Customer Review**

What type of events did you host?

[Type here]

Can we review client's comments or identify your past clients? Did you provide exceptional services?

[Type here]

**Certification and Insurance**

What certification do you hold? Are you licensed to serve alcohol? What insurance do you carry?

[Type here]

May we review your insurance policy?

[Type here]

**Food Preparation Method and Delivery**

Where do you prep and cook the food? How is the food transported to the venue? Can we tour your kitchen?

[Type here]

How is your familiarity with our venue?

[Type here]

What is chefs and kitchen staff background and experience?

[Type here]

**Catering Staff**

Do you work with the same crew for all events?

[Type here]

Are servers hired from an outside agency or they're your own staff? What is your typical guest to server ratio?

[Type here]

What do your staff uniforms look like? Who manages the staff on site?

[Type here]

**Catering Tasting**

Do you provide a complimentary tasting?

[Type here]

Will the presentation be the same on the day of the event? What is the portion size?

[Type here]

Do you have photos of past events rather than promotional photos?

[Type here]

**Hygiene Protocol**

What are your hand and respiratory etiquette? What are your cleaning and disinfection protocol?

[Type here]

**Application**

Application Date: [Type here]

Caterer Legal Name: [Type here]

Summary of your experience: [Type here]

EIN Number/Federal Tax ID#: [Type here]

Insurance Carrier: [Type here]

We require $1,000,000 COi

Catering Certificate/Heath Dept. Inspection proof:

[Type here]

TABC License? Type of license? [Type here]

Address of Catering Kitchen/Venue/Restaurant: [Type here]

Phone number: [Type here]

Email: [Type here]

Website: [Type here]

What is the Largest off site catering event you have hosted? [Type here]

Type of Cuisine (ethnic?) you are known for: [Type here]

Covid-19 Policy:

[Type here]

Please fill out this packet in its entirety. Provide photos of former catering events. Include sample catering menus and themed catered events.