

THE EDWIN HORNBERGER CONFERENCE CENTER GENERAL GUIDELINES FOR CATERERS AND CONTRACTORS

At the Edwin Hornberger Conference Center (“Conference Center”) we strive to provide an excellent experience for our customers while maintaining a functional, comfortable environment for the caterer and contractor in which to work. All caterers and contractors must abide by the following rules and Texas Medical Center reserves the right, in its sole discretion, to permit or deny access to the Conference Center to any vendor or contractor.

Please sign this form in the space provided below to indicate your agreement to the following terms and conditions, which shall govern your use of the Conference Center:

Access

All deliveries and removal of equipment and supplies must be made through the designated areas and must be coordinated with the Conference Center management. Deliveries will be accepted and directed to be stacked in a location designated for your use. All equipment and supplies must be removed immediately after the event, unless other arrangements are specifically approved in writing by Conference Center management in advance. Conference Center staff does not inventory deliveries, and is not responsible for their return.

Delivery and setup times must be coordinated at least 14 days in advance with the Conference Center management to avoid scheduling conflicts.

Service and other staff may park in the adjacent South Main Lot or in the Parking Garage depending on the arrangements for each event (please confirm the parking arrangement in advance).

Room Decorations/Materials

An event design, including layout of seating, equipment, décor, and specialty lighting must be approved by the Conference Center management at least two weeks prior to the event.

No decorating materials may be attached to any walls or mirrors without written approval from Conference Center management. Use of any flammable or combustible material, including open flame decorative devices and natural hay, is prohibited. The use of double back tape, staples, nails, glitter, confetti and other similar materials is prohibited. Placement and removal of signs and banners is the responsibility of the User/contractor, but requires approval of Conference Center management.

Removal of all decorating and other materials is the responsibility of the User/contractor. This includes brochures, registration and/or display materials. All materials must be removed at the end of the event, unless special arrangements have been approved by the Conference Center management.

Catering Fee

The Catering Fee is 5% of the catering invoice for food and 5% of the catering invoice for alcoholic beverages served at the event, or cash sales of such items, as applicable, and will be charged directly to the caterer. Payment of the Catering Fee must be made within two business

days after the event, and must be accompanied by a copy of the food and beverage charges or cash sales record, as applicable, for the event.

Food Preparation/Beverage Service

Food preparation and service must be in compliance with all applicable codes. No open flames are allowed. Most warming ovens are acceptable. Use of LP-gas (propane) units is prohibited without full compliance with all standards of the City of Houston Fire Department. Stoves must be located in the delivery area and the Conference Center management must be notified of the nature of the stoves/ovens to be used and any electrical requirements in advance. Caterers must provide adequate ventilation for any equipment located outside the kitchen area.

Food preparation and service must be well supervised for the safety of the guests and the maintenance of the facility. Caterers must provide adequate staff to keep the room clean and clear of plates, glassware and clutter during the event. Food and beverage spills and/or burns must be cleaned/repared by the caterer.

Carpets around the food and beverage service areas must be covered and protected. This includes behind bars, waiter and food service stations. Carpet mats can be provided and must be taped down with double-sided tape to avoid trip hazards.

Responsible alcoholic beverage service is the responsibility of the User and the caterer/contractor. Neither the Conference Center nor Texas Medical Center is responsible for negligent alcoholic beverage service. If the designated caterer does not have the appropriate permits, all required permits must be obtained by the User or the caterer through a licensed beverage service company or the TABC.

General Cleaning Guidelines

The Conference Center will provide clean, well-maintained function space and kitchen, and will do a walk through before each event. The space must be left in same condition when vacated by the caterer and/or contractor. This includes cleaning and disposing of all trash, food and beverage products and decorating materials. The kitchen must be cleaned before leaving. The repair of any damage to the space will be the responsibility of the caterer/contractor. Garbage bags, trash compactor, brooms, dustpans and mops are provided by the Conference Center. Any additional cleaning will be billed to the caterer/contractor at \$50.00 per man hour.

General Conduct

Event staff may not consume alcoholic beverages or illegal substances on the premises. No smoking is allowed inside the facility or the loading dock. A telephone is located in the food preparation/staging area and the foyer for business and emergency purposes only. Industry safety standards must be observed at all times.

Illuminated Fire Exit signs must remain visible at all times. Fire Exit doors and access ways must remain clear at all times.

Caterers and contractors are responsible for damages to the any part of the building, carpet, walls, flooring, or equipment caused by their employees or their use of the Conference Center.

EXHIBIT A
Insurance Requirements for Approved Caterers

<u>Types of Coverage</u>	<u>Minimum Limits of Liability</u>
1. Worker's Compensation/Employer's Liability	
A. Worker's Compensation	Statutory
B. Employer's Liability	Each occurrence \$1,000,000
2. Commercial General Liability	
Including:	
Contractual Liability	
Personal Injury	
Host Liquor Liability (if applicable)	
Required Minimum Limits:	
General Aggregate	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$100,000
Medical Expense	\$5,000
3. Business Automobile Liability	
Including:	
Owned	
Hired	
Non-owned	
	Combined Single Limit \$1,000,000
4. Liquor Legal Liability (if applicable)	\$1,000,000
5. Umbrella/Excess Liability	\$1,000,000

“Texas Medical Center, its officers, employees, agents, and directors” shall be named as additional insured on all liability policies. All policies shall be primary and non-contributory with any policies carried by Texas Medical Center. Waivers of subrogation must be provided in favor of Texas Medical Center on all insurance policies. Caterer/Provider shall furnish certificates of insurance to Texas Medical Center no later than 10 days prior to the event, naming Texas Medical Center as Certificate Holder and indicating compliance with the requirements set forth above.