



For the protection of the public, clients, staff, and facility all caterers using CMCC kitchens must be on the CMCC Approved Caterer List. CMCC Management reserves the right to refuse any caterer with who we have experienced problems.

APPROVED CATERER APPLICATION

I. **CATERER INFORMATION** (please use information you would want published on the list or indicate not to)

Company: \_\_\_\_\_ County \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

II. **REQUIREMENTS**

Please attach a current photocopy of the following documents to this application:

- a. Business License
- b. Health Department Food Service Permit
- c. Two Professional References
- d. W-9 form
- e. Current Safe Service or ServSafe Certification
- f. Sanitations Grade A, please provide a copy
- g. COI naming The Town of Mooresville/Charles Mack Citizen Center as additionally insured (\$1million)

Caterers must have read and understood the CMCC RULES 7 GUIDELINES (“POLICIES”) and KITCHEN GUIDELINES (“GUIDELINES”). At the discretion of CMCC changes may be made in the POLICIES and/or GUIDELINES. It is the responsibility of the caterer to make themselves aware of any and all changes which may affect their services at The Charles Mack Citizen Center. Caterers who fail to abide by the POLICIES and/or 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 Charles Mack Citizen Center. By signing below, I hereby attest that I have read, understood, and will comply with CMCC POLICIES, PROCEDURES, TERMS, and CONDITIONS. Furthermore, I understand that CMCC 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 POLICIES and GUIDELINES and understand that failure to do so may result in removal from the list of caterers approved to operate at The Charles Mack Citizen Center.

I hereby certify that I have read and understood this agreement.

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Signature

Print Name

Date

Office Use Only:

Fee Received:

Approved?

Rejected?