

Coastline Conference & Event Center
Approved Caterer Application

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Caterers must have carefully read and understood the details explained in the **Coastline Conference & Event Center (CCEC) Users Guide**. At the discretion of CCEC, changes may be made in the Guidelines from time to time. It is the responsibility of the caterer to make themselves aware of any and all changes which may affect their services at CCEC.

I. Company Information

Catering Company _____ Authorized Officer _____ title _____

Address _____ City _____ State _____ ZIP _____

Phone _____ Cell _____ Email _____

Federal Tax ID _____

What kind of food and beverage do you cater? ___ Breakfast ___ Lunch ___ Dinner ___ Boxed Meals
___ Delivery Only ___ Other Specialty _____

What kind of service do you provide? ___ Full Service ___ Limited to food set ups and breakdown w/o
wait staff ___ drop off only ___ other _____

Do you serve ABC? ___ Yes ___ No Do you Provide Bartenders ___ Yes ___ No

II. Please Attach the Following Documents

- Most recent health department inspection
- Health department permit
- 3 references (unless applicant is Applying at Users request for an event already scheduled)
- State ABC permit if Applicable

Caterers are subject to incurring any costs resulting from the unsatisfactory completion of required tasks while operating at CCEC. This may include, but is not limited to, removal of trash and cleanup of kitchen in a timely manner. Additionally, caterers who fail to abide by the Guidelines will be removed from the approved catering list. This will prohibit the rendering of any further services at CCEC, whether contracted directly by CCEC or by customers utilizing the

CCEC. If removed from the list, caterers may reapply for approval and may be granted approval at the discretion of the Conference Center Director.

I attest that I have included the necessary paperwork from the checklist items. **I have also read, understood, and have in my possession a copy of the CCEC Users Guide**, and have had any and all questions satisfactorily answered. I will comply with the Guidelines and understand that failure to follow these Guidelines may result in charges and/or removal from the list of caterers approved to operate at CCEC.

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

Signature

Print Name Date

Title