

VENDOR REQUIREMENTS

☐ LICENSE/INSURANCE

1. Provide a copy of the state issued Caterer's License (Traders or Business License is not sufficient). Caterers must be licensed in the State in which they do business.
2. Provide a Commercial General Liability Insurance (COI) in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage. COI must include Host Liquor Liability (HLL), if alcohol is served, for the amount of \$1,000,000. The COI must include an endorsement to Citizens Ballroom LLC.
3. A TIPS/TAMS certificate must be provided for the Bartender that will be responsible for Alcohol Awareness at the Event. All Events serving alcohol must have a certified TIPS/TAMS Bartender present during the entire Event (whether provided by the Caterer or an independent bartending company, they may not be a guest of the event). The TIPS/TAMS certification must be provided no less than Thirty (30) days prior to the Event.
4. The COI, the HLL and the TIPS/TAMS certificates are to be emailed to theplan@citizensballroom.com no less than Thirty (30) days prior to the date of the Event.

☐ TRASH

1. The Ballroom does not provide trash cans or liners. Please provide adequate trash receptacles and liners for guests, as well as for your catering work area.
2. All trash must be removed from the premises at the end of the Event.

☐ STAFFING REQUIREMENTS

1. The Caterer or a designated staffing service vendor must execute the room transition/flip between the ceremony and the reception. This includes ensuring that tables, chairs, and any necessary setup adjusted are completed in a timely manner.
2. Caterers, at a minimum the Lead for the Event, must stay until the end of the Event to ensure that cleanup, including trash removal and sweeping, is completed and that all items are removed from the venue.
3. Lead Caterer is to meet with the Citizens Venue Manager to complete the Check Out prior to exiting the facility.

☐ CATERING SPACE

1. Use is limited to electrically powered equipment only (20 amperes max per outlet). The use of propane fuel or open flame for cooking is prohibited. Sterno use for keeping food warm is permitted (use only permitted by caterer, not the Lessee).
2. Please provide storage for any ice in non-leaking containers/bins, this includes bulk ice in the catering space as well as any at the bar serving areas.
3. The Ballroom does not have a 3-compartment health code rated dishwashing sink to use during the Event. No dishes, glassware, utensils may be washed for reuse at any time. Caterer is responsible for ensuring sufficient quantities of all dishes, glassware, utensils are provided, or disposables are used.
4. Sink clogs will be billed directly to the Caterer and by accepting work at the Ballroom, the Caterer accepts liability for all repairs for clogs/damage, including emergency service appointments.
5. Caterers and Vendors are not permitted to prepare food outside of the venue on the sidewalk or street at any time or interrupt the flow of pedestrians on the sidewalk. All food preparation must either be in the venue catering space or the Caterers/Vendors truck. Additional parking spots managed by Citizens are available upon advance request by the Caterer.

☐ LOAD IN/OUT

1. Vendors may not store any property, including but not limited to tables, chairs, crates, boxes in the egress lobby areas on the main level and mezzanine level at any time. Any storage in this area blocks the required emergency egress and is a violation of the fire code and could result in shutdown of the Event. In the event any fines or fees are received as a result of blocking egress, the Lessee will be invoiced and responsible for payment.
2. Vendors may use the rear entrance door at 10 S. Market Street for load in and load out, but the main door there may only be held open when a member of the vendor's team is monitoring the door. The door may not be propped open at any time unless it is being monitored to ensure no unauthorized persons enter the lobby area. In the event any fines or fees are received because of unauthorized access, the Lessee will be invoiced and responsible for payment.
3. Due to the limited loading space, Citizens highly recommends that the Lessee schedule their vendors load in/load out in advance.
4. Citizens is not responsible for any parking tickets or fines enforced by the city's parking authority on the lessee or lessee's vendors and guests.
5. Caterers may request reserved parking at the Market Street metered spots directly through the city of Frederick Parking Department Main Office.

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☐ ALCOHOL SERVICE REQUIREMENTS

1. All alcohol must be served by an Insured and Certified Bartender (TIPS/TAMS certified, certificate to be provided) with the required Host Liquor Liability insurance provided. No personal bottles or self-service is allowed.
2. Violation of the personal bottle/self-serve policy will result in the confiscation of the alcohol and shutdown of the bar for the duration of the Event.
3. Vendor's staff may not consume alcoholic beverages while on the property during an Event.
4. Legal alcoholic beverage drinking age in the state of Maryland is 21 years old. Under no circumstances shall those under the age of 21 years be served alcohol.
5. Bar staff and Ballroom staff are authorized to close the bar down at their discretion and deny alcohol consumption for any reason.
6. The bar closes One (1) hour before the music has ended, all alcoholic beverages will be removed and placed in a secure location for removal from the premise. Timeline example (this is an example only, determine specific times for your event):
7. X = End of Rental Window
8. Venue Exit Time = X
9. Cleanup minimum start time one hour before exit = $X - 1$ hour
10. Music Ends = $X - 1$ hour
11. Bar Closes/Alcohol service ends = $X - 2$ hours

SHARE WITH VENDORS BEFORE HIRING THEM TO ENSURE THEY
ARE QUALIFIED TO WORK IN OUR VENUE