

Catering Guidelines for Rockwood, Seneca & Woodlawn

If catering services are desired for an event, it is the sole responsibility of the event sponsor to identify and enter into a **separate agreement with a caterer**.

- The catering agreement shall not include the M-NCPPC as a party.
- The catering agreement must obligate the caterer to provide to the sponsor, prior to the scheduled event, copies of the caterer's food service facility license, food manager license, and liability and damage insurance certificate. The insurance certificate must be for at least one million dollars and must name the M-NCPPC as a certificate holder and an additional insured as follows:

Maryland-National Capital Park and Planning Commission (M-NCPPC)
6611 Kenilworth Avenue
Riverdale, MD 20737
ATTN: Carolyn Ford

- The catering agreement must require the caterer to abide by all laws, rules and regulations of the State of Maryland and Montgomery County, as well as all rules and regulations of the M-NCPPC, including—but not limited to—Title 21, Subtitle 3, of the Health-General Article of the Maryland Annotated Code, Title 10 of the Code of Maryland Regulations, and Chapter 15 of the Code of Montgomery County, Maryland.

At least 30 days before the event, the sponsor must provide the facility manager with copies of:

- The catering agreement
- The caterer's food service facility license
- The caterer's food manager license
- The certificate of insurance

Following the event, but before leaving the facility, the caterer/sponsor must:

- Dispose of any leftover ice in a sink or paved area—not on the grass.
- Removed all delivered items from the building and grounds. (Any items left after an event are subject to disposal.)
- Stack all chairs in groups of five.
- Wipe off all tables. Tables should be left standing.
- Sweep, mop and/or vacuum all areas used during the event. (Equipment is provided.)

- Remove all trash and recyclables from the building and grounds to the designated bins.
- Arrange for inspection and checkout with facility staff