



Town of Whitby Policy

Policy Title:	Catering in Municipal Banquet Facilities
Policy Number:	OPS 180
Reference:	Council Resolution #257-08
Date Originated:	October 6, 2008
Date Revised:	Not applicable
Review Date:	As required
Approval:	Council
Point of Contact:	Manager of Facilities

Policy Statement

The Town of Whitby will permit qualified caterers to provide food and beverage services to clients renting specific Town facilities for functions and events.

Purpose

The Town of Whitby owns and operates a number of banquet and conference facilities within its community centres. These facilities are rented and used by various customer groups for functions and events. The purpose of this policy is to establish the requirements that caterers would be required to meet to operate in Town facilities for the provision of food and beverage services; what exemptions would apply for certain customer groups; and, what Town facilities would be encompassed within the policy.

Scope

This policy applies to all current and future Town-owned and operated facilities including the municipality's primary banquet and conference facilities of Heydenshore Pavilion, Cullen Central Park, Centennial Building and Port Whitby Marina.

Qualified caterers must meet the following minimum qualifications:

- Food Premises License issued by a municipality.
- Regional Health Unit Inspection Certificate.
- Workplace Safety and Insurance Board Certificate (WSIB).
- General Liability Insurance in the amount of \$2,000,000.
- Safe Food Handling Program in place.
- 'Smart-Serve' trained bar personnel.

Catering firms will be required to sign the Town of Whitby Hold Harmless Agreement.

All catering firms will be required to remit to the Town of Whitby a surcharge on the total food and beverage sales (excluding any applicable taxes) to their client. The catering surcharge will be 7.5%.

The caterer surcharge will not apply to not-for-profit Whitby based community organizations, service clubs, sports organizations.

The caterer surcharge will not apply to Town of Whitby functions and events.

A caterer will not be permitted to book a Town of Whitby facility for their own for profit use. All caterers must book a Town of Whitby facility on behalf of their clients for client directed functions or events only.

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1 Procedure

- 1.1** All caterers will be required to complete a pre-qualification form and submit the required documentation to the Facilities Section to be permitted to cater a function or an event. A list of approved caterers will be established through time and provided to rental clients as requested. Clients wishing to use a caterer not listed will be requested to provide to their caterer the Town of Whitby pre-qualification form. Once a new caterer is qualified, that caterer will be added to list of approved caterers and distributed to all future prospective rental clients. Caterers will be required to remit to the Town of Whitby all fees within fourteen days of the function or event. Caterers will be delisted as an approved caterer if they fail to remit the appropriate fees owed to the Town and not be permitted to cater in the future at a Town facility.

2 Responsibilities

- 2.1** The Community Services Department is responsible for the administration of this policy.
- 2.2** The Supervisor of Facilities is responsible to oversee this process. This policy will be reviewed on a regular basis.

This Policy is hereby approved by Council Resolution #257-08 on this 6th day of October, 2008.