



2110 SW Frear Street  
 Roseburg, Oregon 97471  
 541-957-7010 Fax 541-440-6023  
 www.douglasfairgrounds.com

**2016 FOOD SERVICE APPLICATION**  
**\$25 Annual Application Fee**

Any commercial company or organization desiring to provide food service at an event held at the Fairgrounds Complex must make application and be approved by management. The Fairgrounds has an Approved Caterer's and Concessionaire's List that is supplied to those renting the Fairgrounds facilities when they request food service for their event.

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Contact Person(s):** \_\_\_\_\_

**Years in business:** \_\_\_\_\_ **Health Department Rating:** \_\_\_\_\_

**Services provided:**

Catering	Concessions
<b>Number of banquets in the past year:</b>	<b>Number of events in the past year:</b>
<b>Size of banquets:</b> _____ 1-150 _____ 150-250 _____ 250-500 _____ 500-750 _____ 750+	<b>Menu Items:</b> ___ Hot Dogs ___ Hamburger ___ Chili ___ Fries ___ Nachos ___ Salads ___ Deli ___ Fruit ___ Desserts ___ Pastries ___ Popcorn ___ Ice Cream ___ Smoothies ___ Shaved Ice ___ Other: _____
<b>Type of banquets:</b> ___ Buffet ___ Sit-Down ___ Box Lunches ___ Ethnic Specialty ___ BBQ's	<b>Menu Specialty:</b>
<b>Type of meals:</b> ___ Breakfast ___ Lunch ___ Dinner	
<b>Current off-site liquor license:</b> ___ Yes ___ No If yes, what type?	

**Insurance Information:**

<b>Insurance Provider:</b>	_____		
<b>Phone:</b>	_____	<b>Policy #:</b>	_____

**Recent events serviced:**


**References:**

<b>Client:</b>	_____	<b>Client:</b>	_____
<b>Address:</b>	_____	<b>Address:</b>	_____
<b>City:</b>	_____	<b>City:</b>	_____
<b>Phone:</b>	_____	<b>Phone:</b>	_____

## Procedures and Guidelines:

1. **Booking Procedure:** The initial point of contact for each prospective client shall be the Fairgrounds office to determine availability and confirmation of date(s). Each client requesting food services for their event will be given the list of Approved Caterers and Concessionaires in order to begin the process of menu selection, prices, etc. for their event.

**The selected Caterer or Concessionaire must contact the Fairgrounds office as soon as possible. You must obtain a permit from the DC Health Dept., 541-957-3702, for each public event. A copy of Health permit must be given to the DC Fairgrounds Office (1) week prior to event.**

2. **Commission/Billing:**
  - a. Concessions - 20% commission payable to Fairgrounds on gross sales. A cash register must be used. A Cash Register Report form must be filled out and submitted with the 'z' reading from the cash register tape with payment, due and payable by 5 pm Friday following the event.

b. Catering - 15% commission on gross sales including any beverage/beer/alcohol service for each event. Commission must be built into the price quoted to each potential client. A copy of client's catering invoice must accompany payment to the Fairgrounds within 10 business days following the event.

3. **Deposits:** Until credit worthiness is established, a bond, payment or advance deposit equal to 100% of the anticipated commission, at least ten (10) working days in advance of the event, may be required by facility management.

4. **Cleaning/Damage Deposit:** An advance deposit to cover any potential damage or any expenses incurred as a result of caterer/concessionaire's failure to properly clean the premises may be required by facility management. Cleaning must be done in an exemplary fashion and to the satisfaction of the Operations Manager

5. **Alcoholic Beverages:** No beer/alcohol only service is allowed, including hosted/no-host bars. The serving of alcoholic beverages at a catered event shall be coordinated and approved by the Operations Manager. Caterer must provide a copy of the applicable liquor license which permits caterer to extend their privileges to another location. Caterer also agrees to conform to any and all Oregon Liquor Control Commission laws, ordinances and regulations.

6. **Insurance:** Caterer/Concessionaire must provide the facility with a certificate of insurance naming Douglas County, the Fair Board, and their officers, agents and employees as additional insured.

- a. **Indemnification:** By accepting and signing these rules and guidelines, you agree to defend, indemnify, and hold harmless

County and its officers, agents, and employees, including the Fair Board, from any and all claims, actions, damages, judgments and other expenses resulting from injury to any person or damage to property of whatsoever nature arising out of or incident the caterer /concessionaire's operations at the facility and products that are sold at the facility (including but not limited to, the acts, omissions, and products of the caterer/concessionaire's employees, agents, subcontractors, and suppliers). The caterer/concessionaire shall not be held responsible for any claims, actions, damages, judgments or other expenses caused solely by the negligence of County.

- b. **Insurance Policy:** Each caterer and/or concessionaire shall, at its own expense and at all times while using the facility, maintain in force: a commercial general liability policy including coverage for the food products and contractual liability for obligations assumed under this contract, and a comprehensive automobile liability policy including owned and non-owned automobiles.

The coverage under each liability insurance policy shall be equal to or greater than the limits for claims made under the Oregon Tort Claims Act with minimum coverage of \$1,000,000 per occurrence (combined single limit for bodily injury and property damage claims) or \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage. Liability coverage must be provided on an "occurrence" basis. "Claims made" coverage will not be acceptable. County and its officers, employees and agents must be named as additional insured under the policy.

Certificates of insurance and written verification that the insurance premiums have been paid must be submitted to Fairgrounds Complex office no less than thirty working days prior to any event. Each certificate shall state the coverage afforded under the policy cannot be canceled and restrictive modifications cannot be made until at least 30 days prior written notice has been given to County. A certificate which states merely that the issuing company "will endeavor to mail" written notice is unacceptable.

- c. **Workers' Compensation Coverage:** The caterer/ concessionaire shall provide workers' compensation coverage for all persons employed to perform services at the facility. The caterer/concessionaire is a "subject employer" as defined in ORS 656.005 and shall comply with ORS 656.017. At least thirty days prior to any catered or concession event, the caterer/concessionaire shall provide proof of workers' compensation coverage. If the caterer/concessionaire is a carrier insured employer, the caterer/concessionaire shall provide County with a certificate of insurance. If the caterer/concessionaire is a self-insured employer, the caterer/concessionaire shall provide County with certification from the Oregon Department of Insurance and Finance as evidence of the caterer/concessionaire's status.

## Agreement:

Signature indicates agreement to abide by all rules and guidelines of the facility and contained herein this application. It is understood that violations of any type could result in the cancellation of Caterer and or Concessionaire's approved status to provide food service at the Fairgrounds Complex.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

<b>Approved Date:</b>	
<b>Operations Manager:</b>	