



**CATERER INFORMATION**

REGISTERED LEGAL NAME OF CATERER: \_\_\_\_\_

“D.B.A.” NAME OF CATERER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

KITCHEN ADDRESS (if different): \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

THE ABOVE ENTITY OPERATES UNDER:

WASHINGTON STATE BUSINESS LICENSE #: \_\_\_\_\_

CITY OF BELLEVUE BUSINESS LICENSE #: \_\_\_\_\_

FEDERAL TAX ID #: \_\_\_\_\_

KING COUNTY FOOD SERVICE ESTABLISHMENT PERMIT #: \_\_\_\_\_

DO YOU HAVE AN “I” LIQUOR LICENSE?     Yes—Copy Attached                       No                       Have Applied

**EVENT INFORMATION**

DATE OF EVENT: \_\_\_\_\_ TIME OF SERVICE: \_\_\_\_\_ to \_\_\_\_\_  
(alcohol service must stop one hour prior to conclusion of event)

CLIENT NAME: \_\_\_\_\_ EVENT NAME: \_\_\_\_\_

TYPE OF FOODSERVICE (i.e. buffet, sit-down, etc): \_\_\_\_\_

WILL YOU USE STERNO?                       No                       Yes (fire extinguishers required at each station)

WILL YOU BE SERVING ALCOHOL?                       No                       Yes (see required documents below)

--Provide a copy of alcohol server’s “Class 12 or 13 Permit” issued by Washington State Liquor Control Board.

--Provide Washington State Liquor Control Board Banquet Permit.

--If selling alcohol, provide an “Alcohol License.”

**INSURANCE REQUIREMENTS**

- A certificate of insurance from the caterer naming the City of Bellevue as an additional insured with \$1 million General Liability Coverage.
- Liquor liability (required if alcohol served by caterer).

**AGREEMENTS**

During the use of the City of Bellevue City Hall facility, the applicant agrees to not exclude anyone participation in, deny the benefits of, or otherwise subject anyone to discrimination because of the person’s race, color, national origin, age or disability. The undersigned hereby makes application to the City of Bellevue for use of the City Hall facility described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations & policies/procedures of the City of Bellevue. The applicant agrees to exercise the utmost care in the use of the premises and property and to defend and hold the City of Bellevue harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Bellevue for any damage arising from the applicant’s use of said facilities.

\_\_\_\_\_  
Signature of representative authorized to sign for caterer

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date