



**OUTSIDE CATERING GUIDELINES**



**MONUMENTAL**

*weddings and events*

[monumentalweddings.com](http://monumentalweddings.com)

# OUTSIDE CATERING INFORMATION

Using an Outside Caterer for your Event? Here is some essential information that will assist you and your caterer in planning your event.

## Guideline Summary

- You will pay \$5/per guest if you choose to use an outside caterer
- Monumental Weddings and Events (MWE) must receive a confirmation of menu from your caterer at least 30 days prior to your event. This must include the guest count.
- The outside caterer must pay a \$500 kitchen access fee to MWE. This is due at least 30 days prior to your event.
- The outside caterer must be full service, meaning NO DROP OFFS.

## Outside Caterer Must Provide to MWE

The information below must be received by MWE no later than 30 days prior to your event.

- Proof of valid catering license
- Proof of valid liability insurance
- Payment of \$500 fee for use of kitchen

If your caterer has not previously worked in our facility, please connect with us to set up a visit prior to the day of your event.



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# EVENT ITEMS

## Items Provided by Venue

- Prep kitchen with sink, refrigerator, and ice machine
- Soda
- Linens and skirting for buffet tables and appetizer/drink stations
- Cloth dinner napkins
- Two high chairs and two booster seats

## Items Provided by Outside Caterer

- Cooking equipment and/or warmers
- Plates, glassware, and flatware.
- Cake cutting utensils
- Lemonade, iced tea, punch, coffee, or hot tea
- Serving staff



*Monumental Weddings and Events is committed to providing personalized service from start to finish for events of all sizes.*

*Please contact **Tara McDaniel**  
Event & Hospitality Manager.*

**(317) 396-3728**

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### Venues

Community Life Center • Geist • Prairie Waters Event Center



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