

# St. Lucie County Parks and Recreation Food and Beverage Caterer Application



## Contact Information

Name of Applicant	
Name of Company	
Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	
FL State Food License #	
FL State Liquor License #, if apply	
Federal Tax ID	

## Locations

Please check which location(s) you are applying to provide catered food services.

<input type="checkbox"/>	St. Lucie County Fairgrounds
<input type="checkbox"/>	Havert L. Fenn Center, limited use of kitchen available. Fee \$400 + \$100 refundable cleaning fee deposit
<input type="checkbox"/>	St. Lucie County Regional Parks and Stadiums
<input type="checkbox"/>	Lincoln Park Community Center

## Type of Food and Beverage Services your company provides

Please briefly describe the type of food and beverage services that you offer. Please attach a sample menu with pricing.

## Requirement Checklist

Please check and provide a copy of the following licenses and insurances and attach to this application.

<input type="checkbox"/>	Florida State Food Handler's License
<input type="checkbox"/>	Liquor Liability Insurance and Permit, if applicable
<input type="checkbox"/>	General Liability Insurance
<input type="checkbox"/>	Auto Liability Insurance
<input type="checkbox"/>	Worker Compensation, if applicable
<input type="checkbox"/>	Business Tax License, where applicable ( City and/or County)
<input type="checkbox"/>	Any other required licenses, certifications or authorizations required by City, State or Federal Regulations.
<input type="checkbox"/>	Sample menu with pricing
<input type="checkbox"/>	Completed and Signed St. Lucie County Parks Caterer Application (this form) Include: \$50 application fee, \$200 approval fee. \$300 no show fee will be charged in the event that the caterer fails to show.

## Rules and Regulations

1. Alcohol allowed, with approval by St. Lucie County Parks and Recreation Director. Application must be received and approved 30 days in advance of scheduled event.
2. If alcohol is approved and served, SLC Sheriff's Department must be notified and at minimum one Deputy must be present at event. Deputies can be provided by the event if applicable to meet this requirement as approved by the Event Coordinator.
3. Must keep facility neat, clean and orderly.
4. Must maintain all necessary licenses, insurances and County Parks Approved Caterer Agreement.
5. No use of kitchen, equipment or utilities will be permitted without prior approval and rental fee.
6. May only occupy facility during required time agreed upon by the County and Event Coordinator.
7. Must bring food, stay with food, clean up food and take food away, caterer will not be permitted to drop off food and leave.
8. Must make every effort to be cleaned up and have all property removed from facility within one hour after event.
9. Approved Caterer will be permitted to provide marketing brochures, pending approval of SLC Parks Coordinators.
10. St. Lucie County reserves the right to cancel, revoke or revise this approval at any time for failure to adhere to rules, regulations or any other reason the County deems necessary.
11. County Parks Management will determine which caterers are approved and provide current list of approved caterers to event coordinators.
12. Caterer must include: \$50 application fee, \$200 due upon approval and a \$300 no show fee will be charged in the event that the caterer does not show.
13. For Caterers information, the client is responsible for paying the following fees plus applicable taxes: Breakfast \$1pp, Lunch \$1pp, Appetizers \$1pp, Dinner \$2pp, Multi-Meal \$3pp, not to exceed \$1,000 Alcohol Fee (if applicable): \$1pp age 21+ not to exceed \$1,000
14. Once approved, this application is valid for one year from the date of issue.

## Agreement and Signature

By submitting this application, I affirm that the facts set forth here in are true and complete. I understand that if I am accepted as an approved food and beverage caterer, any false statements, omissions, misrepresentations made by me on this application or failure to abide by the aforementioned requirements, rules and regulations may result in an immediate suspension or termination of my food and beverage catering authorization with St. Lucie County Parks and Recreation.

Name (printed)	
Signature	
Date	

## Submit Application

Application must be received and approved 30 days in advance of scheduled event.

Submit completed application with required documentation to:

SLC Parks Caterer Application  
Havert L. Fenn Center  
2000 Virginia Avenue Ave.  
Fort Pierce, Florida 34982