



HOTEL WINNESHIEK – DECORAH, IOWA OUTSIDE CATERING AGREEMENT

The Hotel Winneshiek is pleased to allow our clients the flexibility of using outside caterers. We encourage first time caterers to make an appointment with our catering manager well in advance to tour the space and become familiar with the layout and facilities at your disposal. We ask caterers confirm with all clients that they have reserved event space with the Hotel Winneshiek and have written confirmation from the Hotel Winneshiek when contracting for catering services.

CATERING REQUIREMENTS

INSURANCE & LICENSING

Caterers serving food must provide a certificate of general liability insurance at least one week in advance of the event and proof of food service licensing valid in Decorah, IA. These must be submitted at least two weeks prior to the event. Caterers looking to provide liquor, wine or bar service must provide proper licensing for alcoholic beverage service valid in Decorah, IA along with an insurance binder that lists the Hotel Winneshiek at 104 E. Water Street - Decorah, IA as additionally insured for the date of the event. These must be provided to the hotel a minimum of two weeks prior to the event.

FOOD SERVICE

We do not allow “drop-off” of food except for parties of less than 20 guests. For events larger than 20 guests, catering staff must stay at the venue while food is being served. All tables must be bussed of food and beverages and food and beverage related trash prior to leaving the venue. All food and beverage related trash must be deposited in the hotel’s dumpsters or recycling bins.

PREP AREA/EQUIPMENT

We do offer a small catering kitchen on the 2nd floor adjacent to our meeting rooms that includes prep tables for service of prepared food. Additionally, there is a 3rd floor prep kitchen adjacent to the Opera House that includes a dishwasher, convection oven for re-heating prepared foods, hot food warmers, prep table and coffee maker. Adjacent to that room is a service area with a walk-in cooler that may be used by the caterer as well as speed racks.

SET UP

Set up and access to the venue will be dependent on the client’s contract but with a minimum of 3 hours prior to the event start time. Please confirm your arrival time with the event manager for the event you will be catering at least one week in advance.



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PARKING

You may unload directly from the backside of the building where there is free city owned parking. Once you have unloaded, we ask vehicles are moved well away from the main rear entrance in order to allow guests to have the best parking options.

CHINA/GLASSWARE

Caterer's are allowed to use our plates, glassware and stainless service ware. If the caterer chooses to use our service items, they will be responsible for all settings, clean up and placement of items back to the original location.

DAMAGE/CLEANUP DEPOSIT

A \$250 refundable damage and/or cleanup deposit will be required. Caterers are responsible for damage to any equipment and will be accessed the cost of labor for any cleanup of kitchen, prep or service areas. Failure to clear tables and clean up service, prep or kitchen areas will not only lead to forfeiture of deposit and possibly additional labor charges but could also result in the hotel banning future catering events. We will not hold the caterer responsible for accidents by guests or normal wear and tear of equipment, service ware or linens.

ITEMS PROVIDED BY THE VENUE

- 6' rectangular tables for buffet set up or stations will be provided long with black covers. Please let us know prior to the event date how many tables you will need.
- 6' rectangular tables for with white linens for classroom, conference or u-shape set ups.
- 6' Round Banquet Tables with white linen and white napkins.
- Trash cans with liners.

WHAT IS REQUIRED OF THE CATERER

- Please provide the event manager with the name and phone number of the person who will be the point of contact on site during the event.
- Please sweep and mop the catering prep areas including the serving/ buffet areas before leaving.
- Tables used for serving and in prep area must be wiped clean, folded up and placed back in storage area in prep area.
- All other tables must be cleared of service ware, centerpieces, food, beverages, debris with cloth napkins left in the table.



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- Please wipe down the walls if any food is spilled on them. Please also take care not to scuff or put holes in sheetrock when loading in and out.
- The use of tape on the walls, door, window and floors is strictly prohibited as it causes damage when removed.
- We do not allow any food or beverages to be left overnight. Anything left behind will be thrown away during clean up.
- Please check in with the venue manager prior to leaving for the night.

Please sign below acknowledging you have read and understand the requirements listed above. Failure to comply with any of the above venue policies may cause your client to lose all or part of their Cleaning/damage security deposit.

Name of Vendor Contact: _____

Client's Name Date of Event: _____

Email: _____

Phone: _____

Vendor Signature _____

Hotel Winneshiek
104 E. Water Street
Decorah, IA 52101
563-382-4164

www.hotelwinn.com events@hotelwinn.com