

Catering & Event Policy Overview

Fort Worden Catering and Conference Services



Thank you for choosing Fort Worden for your special event.
Below is an Overview of the Catering Policies.

Advance Payment: To guarantee your banquet event order (BEO) we require a signed contract as well as an advance 25% deposit of the estimated total of the cost of food and services for your event. Your deposit must be received for the event reservation to be considered held. We require that 50% of the remaining estimated bill of be paid no later than thirty days prior to the function date. Any remaining balance is due in full at the conclusion of the event.

Deposit & Cancellation Policy:Your advanced deposit is forfeitable based on the schedule below.

365 Days or More	10% of Deposit
365-90 Days Out	25% of Deposit
90-30 Days Out	50% of Deposit
30-0 Days Out	100% of Deposit

Final Count Guarantees:A guaranteed number of people is due 30 days before the event. This number may be adjusted a maximum of 20% (10% over or 10% under) up to 7 days prior the event to insure the availability of the desired menu items.

Tax & Gratuity: 9% Washington State Sales Tax and 18% Gratuity will be charged on all food and beverage services.

Food & Beverage:Fort Worden **must** provide all food, beverage and staff for events in the Commons. An exception is made in the case of a Guest Chef according to Fort Worden's Guest Chef policies and procedures. The Guest Chef must work with our staff for menu planning, use of our ordering system, our staff and service personnel.

Outside Catering Policy:Guest are encouraged to utilize the services provided by Fort Worden for all food & beverage needs. Our staff's familiarity with the community and property ensure they are prepared to make your event successful. While we encourage you to use the catering service at Fort Worden you may use an outside caterer of your choice (excluding events in the Commons). Fort Worden shall charge a fee for utilizing an outside caterer. Outside caterers must provide a copy of their Business License and Certificate of

Liability Insurance in advance. Fort Worden will not be liable for outside caterers or vendors. Fort Worden kitchen facilities have limited storing capacity and therefore is not able to store or handle any food associated with outside services. Please note: Fort Worden MUST provide all alcohol and alcohol servers, outside caterers cannot serve, and/or sell alcohol. Corkage fees may apply and outside alcohol must be preapproved by the Executive Chef or other executive managers (see ALCOHOL below).

Fort Worden Vendors: Fort Worden issues and awards, as needed requests for proposals (RFP) for food, beverage, and/or other vendors for specific events and/or seasons and thus encourages our guests, event organizers, and partners to utilize these vendors' services. Fort Worden's RFP process is open to all businesses that meet the requirements as defined in the RFP. Only those vendors selected can do business on Fort Worden's leased area. Any other food or beverage service for events, organizations, or partners would all be under the Outside Catering Policy above and require approval of management.

Alcohol: All alcohol sales and service must run through Fort Worden. Washington State Law requires that a licensed Fort Worden Catering staff member must serve alcohol at all onsite events, where applicable. Our detailed Alcohol policy outlines the bar set-up fees, staffing requirements, permits and costs.

Partner & Community Events: In limited instances, Fort Worden will allow a sponsoring nonprofit to host a beer garden for fundraising purposes. In these cases, the sponsoring organization must provide certified alcohol servers, security and a certificate of liability insurance listing Fort Worden as additional insured. The sponsoring nonprofit may also contract with Fort Worden to use its certified alcohol servers.

Smoking: Smoking is not permitted in any buildings and must be further than 25 feet from all doors and exits.

Decorations and Signs: Affixing any materials to the walls, floors, ceilings or furnishings via staples, tacks, nails or any other methods which cause damage is not permitted without permission of Fort Worden. If approved the Guest is responsible for removal and return of the facility to the original condition by the end of the rental period. Any damage is the responsibility of the Guest.

Flammables: The use of candles or any burning items are prohibited without prior approval from a Conference Services Manager. All approved candles must be in a hurricane glass with the top no shorter than two inches from the flame and may only be burned while Fort Worden staff is servicing the event.

Audio/Visual: Room configuration needs and audio visual equipment are available and must be arranged in advance. A nominal rental fee may be charged. Inventory is limited and available on a first come first serve basis.

Pets: Pets are not allowed inside any of Fort Worden's conference buildings with the exception of licensed service dogs.

Security: Fort Worden may request the Guest obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight at Fort Worden. Fort Worden is not responsible for loss or damage to any property the organization or its guests bring to Fort Worden before, during or after the use of the facility.

Damage: The Guest is responsible and shall reimburse Fort Worden for any damage or loss by any members of their party or any persons or organizations contracted by the Guest to provide any service or goods before, during or after your Event. The Guest is responsible for the conduct of all persons in attendance.

Additional Cleanup Fee: Your event includes a \$250 additional clean-up fee. This fee shall be charged if it takes our custodial crew more time than normal to clean-up your event due to lack of clean-up, use of recycling facilities, proper disposal of trash or spillage that results in the need of carpet cleaning and/or other clean-up duties.

Additional Setup Fee: Any change to a room setup made less than 48 hours before the event will be charged a \$50 reset fee per change.

Left or Lost Items: While we will do our best to save valuable items in the "Lost and Found" Fort Worden is not responsible for items left on premises after your event.

Recycle: Fort Worden is committed to environmental stewardship and encourages recycling. Please use the provided receptacles for the cleanup of your event. Thank you for assisting us in this endeavor.

Commons Kitchen Facilities

Guest Chef Policy

Fort Worden Catering and Conference Services



Fort Worden
— PORT TOWNSEND —
A HISTORIC GATHERING PLACE

Policy

The Fort Worden operates a fully staffed commercial kitchen and conference center known as the Commons. From time-to-time, for special events and fundraisers scheduled at the Commons that are sponsored by the Fort Worden Partner organizations and local nonprofits, that organization may make a special request to the Fort Worden Executive Chef and/or executive management to have Guest Chefs to participate in their event and use the Commons facilities.

Terms of Use

Guest Chef: A Guest Chef must be licensed and certified by having the appropriate local and state health code credentials necessary to prepare food in a commercial kitchen.

Days and Times: Days and times of use will need to be coordinated with other groups/diners' use of the Commons' facilities. Fort Worden discourages use of a Guest Chef for an event on days and times when other groups or special events are booked into the Commons

Advance Reservations: Reservations for Guest Chefs use of the Commons' facilities follow the same advance reservation policies as Partner organizations, legacy groups, conference, and group reservations.

Staffing: A Guest Chef may bring one additional support staff member at the approval of the Executive Chef to assist in the preparation of food for a particular event. The Guest Chef and support staff will be sub-contractors to Fort Worden and the event organization will be billed for the contracted services at cost plus an associated administrative fee. All other kitchen and serving staff will be provided by Fort Worden as determined by the Executive Chef, unless explicitly approved in writing by the Executive Chef in advance of the event.

Menu: A Guest Chef may propose a special menu for the event. The Guest Chef is encouraged to work with the Executive Chef in menu planning to assure local goods are used whenever possible; to ensure adequate kitchen facilities to prep and serve the food, and; provide an adequate number of Fort Worden staff to assist in the preparation, cooking and serving of the food. The Executive Chef reserves the right to alter the menu based on the above and shall provide at least 24 hours' notice to the Guest Chef of any changes made.

Guest Chef Fee: Due to the additional logistical coordination required by Fort Worden staff to facilitate the use of the Commons by Guest Chefs, Fort Worden shall charge a nominal fee of to cover the related costs. If the event organizer desires extra food arrangements, or small wares, these expenses will be passed on to the event organizer with a mark-up fee of 10%. Upon completion of the event, these items become the property of Fort Worden unless the Executive Chef has provided advance approval.

Cost of Goods:All food for the event shall be ordered by the Executive Chef based on the menu that is mutually agreed upon between the Guest Chef and Executive Chef. In rare cases, the Executive Chef may allow donated food to be used from a sponsor of the non-profit event, or to be purchased from a specific supplier or vendor, but this must be arranged as part of the banquet event order (BEO) agreed to in writing by both parties. Donations can only be accepted from mutually agreed upon vendors or sources that are approved and certified. Any items approved for donation must include a receipt from the vendor of the cost that Fort Worden would have paid for such items and this receipt will be credited to the organizations final bill minus an administrative percentage.

Alcohol Service:A Guest Chef may order and bring wines, beer, cider or spirits to the Commons for their occasion at their cost. However, all bartending service will be provided by Fort Worden staff. A bar set and staffing fee will be included in the BEO. Corkage fees may apply, please see our Alcohol Policy.

Insurance and Indemnity:The organization requesting the Guest Chef shall provide proof of liability insurance stating that they and/or the Guest Chef, and their employees have adequate insurance to cover them to work on Fort Worden property. The insurance policy shall include a hold harmless statement and indemnify Fort Worden, its officers, employees against any and all damages and/or losses arising out of the Guest Chef's use of, or presence or activity in, the Commons' facilities including those arising out of the use or operation of equipment or facilities, or as a result of the conduct of the Fort Worden operations or its employees.

Resort Name	Deposit Required	Cancel/Refund	Confirm Head	Outside Cater or Potluck	Other Information
		Catering Policy	Comparison		
Sleeping Lady Leavenworth / 1-800-574-2123	50% Deposit 100% after event	14 days prior subject to 50% value of event	14 days prior	Not Allowed	1650 sq. ft banquet space only is \$595. (.36 sq/ft) for tables,linens, staff plus catering food \$36-\$55 per head
Resort at Port Ludlow	50%	non-refundable but can use monies for another event within 6 months	72 hours prior	Not Allowed	
Alderbrook Lodge				Not Allowed	
Port Gamble	50%	non-refundable but "flexible" re: date change		Yes	\$500 Outside Cater Fee or Potluck
Alisomar 831-642-4222 / Ext. 4216				Not Allowed	
Lake Crescent Lodge 360-452-9394	\$300 Deposit	Non-refundable		Not Allowed	Sunporch seats 40-only place
NWMC	50% Deposit	50% of deposit		Yes, both	\$300 kitchen use fee, \$250 refundable cleaning. Deposit held. Room rents by the hour: Weekends: \$160 Full Rm / \$106 Half Rm Off season: Weekends \$106 Full Rm/\$86 Half Rm Weekdays: \$84 Full Rm/ \$64 Half Rm
Fort Casey Inn 1-360-678-5050	100% charged day of event	10 days prior n/c otherwise 100% unless rebooked		Yes, both	Garrison Hall with kitchen - 46 people max \$200 per day or \$150 4 hrs
Village Green Resort Oregon	25% non-refund 2nd 25% 60 days 100% 7 days prior	no refund within 10 days pay 100% F&B pay 100% F&B	Head Count-7 Menu-10 days	Not Allowed	
Townsend Property MI	20% est. costs 100% 7days prior	no refund unless similar booking	Head Count-3 Menu-7days	Not Allowed	
M Resort/Las Vegas	50% non-refund 100% at 14 days cr. Cd on file	no refund	Head Count-4 Menu - 4 days	Not Allowed	