



Far Hills Race Meeting Association, Inc.

2011 Caterer Licensing Agreement

(Deadline for Submission: August 31, 2011)

Agreed between _____ (Caterer's Business Name) and the Far Hills Race Meeting Association, Inc. (FHRMA). Event to be held on Saturday, October 22, 2011.

The above Caterer is licensed to perform services at the Far Hills Race event for the Far Hills Race Meeting Association, Inc., subject strictly to the rules and regulations listed below:

I. THE FOLLOWING MUST BE SUBMITTED NO LATER THAN AUGUST 31, 2011:

a. Signature page of this licensing agreement

Please read this entire document and if you agree with all FHRMA regulations, sign the signature page, make a copy for your records and mail the original page to FHRMA. Keep the licensing agreement for your records.

b. Caterer Registration Form (See attached)

Caterer agrees to pay FHRMA a non-refundable Initial Registration Fee of \$250. (This \$250 fee will be applied to the fees charged for catering corporate tents and reserved parking places (see below). Please fill out this form and return it with your \$250 non-refundable fee and the signature page of the licensing agreement.

PLEASE NOTE:

Those who submit the licensing agreement and/or the Caterer Registration Form after August 31, 2011 will be charged a \$250 late fee. NO EXCEPTIONS.

Make checks payable to:

Far Hills Race Meeting Association, Inc.

c. Insurance Certificates – Certificates of Insurance (COI)

Caterers must supply FHRMA (Certificate Holder) with a Certificate of Insurance providing the following specifications no later than August 31, 2011:

FHRMA requires AS A MINIMUM the following insurance coverage:

- General Liability: \$1,000,000 per occurrence/aggregate
- Umbrella policy: at least \$1,000,000.
- Proof of Worker's Compensation and Automotive coverage.
 - Note regarding Automobile Liability Insurance: Caterer must show proof of insurance whether they own or rent their vehicles.
- Liquor Liability: If you are serving liquor, liquor liability insurance for a minimum of \$1,000,000 per occurrence/aggregate.
- Please indicate that this COI is for the Far Hills Race Meeting event, to be held October 22, 2011.
- **Certificate of Insurance must name the following as additional insured:**
 - Far Hills Race Meeting Association, Inc.
 - The Far Hills Race Committee
 - Somerset Health Care Corporation
 - Somerset Medical Center Foundation, Inc.
 - The Borough of Far Hills
 - The Township of Bedminster
 - AT&T
 - The trustees, directors, members, employees and agents of all the above stated additional insured organizations.
- You may fax (908) 234-2168 or email your certificate to nrandolph@farhillrace.org.
- CORRECT CERTIFICATES MUST BE SUBMITTED NO LATER THAN AUGUST 31, 2011. CATERER WILL NOT BE GIVEN CREDENTIALS NOR BE ALLOWED ON THE PROPERTY WITHOUT PROPER CERTIFICATES OF INSURANCE.
- A late fee of \$250 will be charged for Certificates of Insurance that are not submitted by August 31, 2011. *This includes incorrect certificates of insurance – No Exceptions.*

II. A MANDATORY CATERERS' REGISTRATION MEETING WILL BE HELD ON WEDNESDAY, OCTOBER 12, 2011. ALL CATERERS MUST ATTEND THIS MEETING— FORMS AND A SCHEDULE OF MEETING TIMES WILL BE SENT AT A LATER TIME.

At the Mandatory Meeting, the following must be submitted:

a. Fees

- Initial Corporate tent fee: \$1,000; \$250 for each additional tent.
- Initial Reserved Parking Space fee: \$250; \$50 for each additional space. (Initial registration fee of \$250 will be deducted from the sum of the above).
- Hay Bale orders (\$15per bale/4 bale minimum).
- Golf cart rental deposits \$2,500 per cart – (\$2,250 to be refunded after inspection of cart post-event).
- Cook tent orders.

b. Registration Information

- A complete list of reserved parking spots, names of hosts and size of parties, and an estimated number of wait staff, chefs, etc. needed to man each party.
- A separate, complete list of Corporate tent parties, estimated attendance at each party and an estimated number of wait staff, chefs, etc. needed to man each party.
- Please note: Failure to submit correct number of parties will result in a fine (see attached Schedule “A” for details).

c. Diagram of Corporate Tent Layout

NO ADMISSION CREDENTIALS WILL BE GIVEN UNTIL ALL REGISTRATION MATERIALS AND FEES HAVE BEEN SUBMITTED.

III. ADDITIONAL CATERER REQUIREMENTS

a. Vehicle information

- Vehicles MUST arrive between 6:00 AM and 9:00 AM on race day.
- Vehicles must be out of the reserved parking area and in designated caterer parking (color-coded gold or general admission parking, depending on passes issued) by 9:00 AM on race day—fines will be issued to those who do not comply (See attached Schedule “A” for details.)
One service vehicle may remain at each corporate tent in the hilltop, first turn/outside rail and homestretch areas. No service vehicles are allowed adjacent to tents in the backstretch area.
- Staff not involved in initial setup/drop off must park in general admission parking. WE URGE YOUR STAFF TO CARPOOL OR TAKE THE TRAIN TO THE RACES.

b. Permits and Licenses

- Caterer agrees to obtain any and all public health or alcoholic beverage and building licenses and permits required by law.
- Public sale of alcohol is strictly prohibited and is subject to a \$1,000 fine and immediate expulsion from property and permanent revocation of all rights to participate in any future FHRMA event.

c. Cooking Utilities, Fire Safety, Electricity and Water

- The Borough of Far Hills mandates that all caterers comply with all town ordinances.
- Caterers utilizing propane gas grills must with submit the Propane Gas Grill Permit Hold-Harmless Agreement and the Application for Permit forms (see attached).

- The two documents must be completed and delivered with the required documents, to the Far Hills Borough Fire Marshall at the Borough offices.
- In addition to the permits and outlined documents, all caterers must provide the Fire Marshall with a sketch of each tent and the location of the propane grill(s) in these tents.
- The Borough of Far Hills Fire Marshall is requiring all application and permit forms be submitted (to the Borough of Far Hills) no later than October 5, 2011.
- Caterer must supply FHRMA with a copy of the documents submitted to the Fire Marshall.
- Caterer agrees NOT to use wood, barbeque or charcoal-burning stoves or deep-fat fryers on-site.
- All appliances must be commercial grade.
- Caterer must supply own water.
- On-site electric service will not be provided. Caterer may use its own silent generator, however, each generator must be accompanied by one (1) "4 A 20 BC" (10 lbs.) fire extinguisher.
- Portable gas/propane heaters are NOT permitted in the reserved parking areas or the backstretch tent area.
- Portable gas/propane heaters may be permitted for use by hilltop tents and first-turn inside rail tents provided the appropriate fire permits from the Far Hills Fire Official have been submitted.
 - Request for appropriate permits must applied for, in person, at the Far Hills Municipal Office no later than Tuesday, prior to race day (October 18).
 - Failure to comply will result in a fine. (For details see attached Schedule "A".)
- Any devise that has an open flame (sterno, propane grills, gas stoves, etc.) MUST be accompanied by an approved fire extinguisher. These open-flame cooking devices must comply with applicable codes and standards and must be reviewed by the Fire Official and the FHRMA committee at the Mandatory Caterers meeting on October 12.
- All decorations provided by caterer must comply will local fire safety codes.
 - Combustible decorations must be installed and available for inspection by the Fire Official by 1:00 P.M. on Friday, October 21.

d. Tents, Canopies and Awnings

- Patron use of tents that obstruct views and site-lines will not be permitted. All tents must be properly anchored per manufacturers' specifications. Caterers must only use tents provided by one of designated rental companies. Caterers must have one (1) "2 A 10 BC" (5 lbs.) fire extinguisher per tent.

- Violators of this rule will be fined (see attached Schedule "A" for details).

e. Trash

- The cost of trash removal has risen tremendously in recent years, costing FHRMA over \$100,000 for cleanup alone. It is imperative that caterers keep all trash and litter picked up in the assigned service work areas, and bag all trash in and around the service area before departure the day of the event.

f. Rental Companies

- Caterers are required to use only those rental and ice companies licensed by FHRMA (see attached schedule "B" for details). These companies are responsible for delivery and removal of all rental equipment.
- All rental equipment MUST be delivered Thursday and Friday prior to the race.

g. Security and Liability

- Caterer accepts full responsibility for the safety and security of all food equipment and other materials, at all times, while on the property.
- Caterer hold FHRMA harmless from any liability whatsoever for death, damage or loss of material and property.

h. Hay Bales

- Hay bales must be purchased through FHRMA for \$15.00 per bale (4 bale minimum).
- Hay is delivered and removed from spots by FHRMA.
- Those caterers that do not comply with this must pay a fine (see attached schedule "A" for details). All hay bale orders must be received by October 12, 2011.

i. Fines

- Caterer is subject to fines listed in Schedule "A" of this agreement.

j. Defense and Indemnification

- Caterer agrees that it shall indemnify, defend and hold FHRMA (and any other party named pursuant to Article I. (c)), harmless, from and against any claim, cost, expense, loss, damage or liability (including attorneys' fees), of any nature, arising out of, resulting from, or occurring in connection with, Caterer's performance pursuant to this licensing agreement, except in the case of FHRMA's sole negligence.

CATERER LICENSING AGREEMENT

If you agree to all regulations and requirements outlined in this licensing agreement, please sign below and return original to FHRMA, retaining a copy for your files.

Mail to:

Patti French Tegenborg
Far Hills Race Meeting Association, Inc
PO Box 617
Far Hills, NJ 07931

FHRMA Approval:

Patti Tegenborg, Event Director

Date _____

Approved for Caterer by:

Caterer Name

Signature

Printed name

Date

Address

City State Zip

Phone: () _____

Fax: () _____

Email: _____

Website URL: _____

SCHEDULE "A"

Penalties and Fines

Failure to submit Caterer Licensing Agreement and Initial Registration form and fees by August 31, 2011 deadline:

- \$250

Failure to submit correct certificate of insurance August 31, 2011 deadline:

- \$250

Failure to provide appropriate number of fire extinguishers (one per location served):

- First offense: Fined by Borough of Far Hills
- Second offense: Expulsion from race grounds for one year
- Third offense: Permanent expulsion from grounds

Unauthorized cooking equipment in infield, including wood, barbeque or coal-burning stoves or deep-fat fryers):

- \$1,000 fine and immediate expulsion from property and permanent revocation of all rights to participate in any future FHRMA event.

Post-9:00 AM exit from reserved parking area:

- First offense: \$250
- Second offense: \$500
- Third offense: Permanent expulsion from grounds

Parking violations:

- First offense: \$1,000 and expulsion from grounds for one year
- Second Offense: Permanent expulsion from grounds

Use of unauthorized tents.

- \$250 fine

Use of outside hay bales

- \$250 fine

Failure to list all catered spots

- \$250 fine for each unregistered spot

Failure to meet licensing deadlines

- \$250 late fee

Failure to meet insurance deadlines

- \$250 late fee

Failure to list subcontractors and submit their certificates of insurance

- \$250 late fee and \$250 late insurance fee for each subcontractor

Schedule "B"

NAMES AND ADDRESSES OF RENTAL COMPANIES LICENSED BY THE FAR HILLS RACE MEETING ASSOCIATION

Adams Party Rental

154 Turnbull Avenue
Trenton, NJ 08610
(609)689-9500
(609)689-9501
matt@AdamsRental.com

Ken-Rent Party and Rental

67 Claremont Road
Bernardsville, NJ 07924
(908) 766-7114
(908) 221-0601

Party Rental, Ltd.

200 North Street
Teterboro, NJ 07608
(201) 727-4766
(888) 775-3292
email: DebbieB@PartyRentalLtd.com

Prestige Party Rentals

241 North 10th Street
Prospect Park, NJ 07508
(973) 942-5300
(973) 942-8001
prestigepartyr@aol.com

Esposito's Ice Service

200 Speedwell Avenue
Morris Plains, NJ 07950
(973) 267-2355
espositoice@aol.com