

*******Separate Application Required for Each Caterer's Event Permit Date – No Automatically Reoccurring Events*******

**APPLICATION FOR
WILLIAMSON COUNTY EXPOSITION CENTER
CATERER'S EVENT PERMIT**

All applications must be submitted to Expo Center staff at least ten (10) business days before the event permit date. All applications must be approved before being scheduled. Please submit the application through the General Manager, 5350 Bill Pickett Trail, Taylor, TX 76574 or submit via email to expo@wilco.org.

Williamson County can only provide reservations for the space within the boundaries of the county-owned facility, and such permitted activity must abide by county policies.

Purpose: The purpose of the caterer's permit is so that the Expo Center staff can help ensure caterer's understanding of County expectations.

Scope: A catering permit will be required for a vendor to bring outside food and/or beverage (including alcohol) for a scheduled event. The permit will be requested by the caterer. For legal compliance questions involving food service, please contact the Williamson County and Cities Health District at **(512) 943-3600** for regulations and requirements.

Alcohol: Alcohol must be provided by an Approved Alcohol Caterer with adequate liquor liability insurance coverage confirmed and submitted as required below. The Licensee must provide security for any event serving or selling alcohol. Guests attending events are never allowed to bring alcohol into the event. "Bring your own bottle" is prohibited in all parts of the facility for any event. All alcohol sales and service must be stopped at a minimum of 30 minutes prior to the scheduled end of the event but may be shut off sooner if deemed necessary by Expo Center staff, Licensee, law enforcement or other authorized representative.

If alcohol is to be SERVED or SOLD in any Williamson County Exposition Center facility for a scheduled event the following requirements must be met:

- Approved Alcohol Caterer must comply with all Texas Alcoholic Beverage Commission statutes including “Texas Alcoholic Beverage Commission Temporary Licenses Permit” (Chapter 72 of the State of Texas Alcoholic Beverage Commission Laws) when applicable.
- Approved Alcohol Caterer must provide certificate of insurance including liquor liability as described in the insurance section herein.
- Approved Alcohol Caterer must provide security plan to Expo Center Staff for final approval a minimum of 30 days prior to scheduled event.

Alcohol Insurance: Proof of current comprehensive liquor liability insurance is required for all events at the Williamson County Exposition Center serving or selling alcohol. A one million dollars (\$1,000,000.00) with a two million dollars (\$2,000,000.00) aggregate comprehensive liquor liability insurance for bodily injury or death is required. The policy must name, Williamson County as a certificate holder and additionally insured. The policy must be effective during the times as stated on the Agreement, including move-in and move-out dates. The policy must list the dates (including move-in/move-out) and name of the event under description of operations.

Alcohol Signage and Permit: The alcohol caterer is responsible for all signage to be posted according to the TABC regulations. The caterer must also provide the Williamson County Exposition Center with a copy of the Texas Alcoholic Beverage Commission Temporary Licenses Permit before the move in of any alcohol beverages.

Catering Prep and Tables: The caterer will be able to use the catering preparation area if needed as part of the approved permit. The Williamson County Expo Center will supply up to four (4) eight (8) foot-long rectangle tables for serving as part of the approved permit.

Glass Containers: Glass drinking containers are not permitted in any Williamson County Exposition Center facility or parking lots, with the exception of individual beverage glasses confined to the Expo Hall rooms only. No glassware of any kind is allowed in the Arena, Covered Expo, or Parking Lot.

Date of Submission: _____ Event Permit Date: _____

Organization Planning Event: _____

Caterer for Event Permit: _____

Address of Caterer: _____

Contact Person for Caterer: _____ Phone Number: _____

Requested Permit:

- Food and Beverage (non-alcohol)
- Food and Beverage (alcohol)
- Beverage (alcohol)

Catering Menu: _____

Beverage Menu: _____

Time Caterer's Permit Starts: _____ Time Caterer's Permit Ends: _____

Number of guests to be served: _____ Caterer's Event Permit Cost: _____

Cost: Rates for obtaining a catering permit for the Expo Center.

Food and Beverage (non-alcohol)

- 25-150 Guest = \$100
- 151-300 Guest = \$200
- 301-500 Guest = \$300
- 501-750 Guest = \$400
- 751-1000 Guest = \$500

Beverage (alcohol)

- 25-150 Guest = \$100
- 151-300 Guest = \$200
- 301-500 Guest = \$300
- 501-750 Guest = \$400
- 751-1000 Guest = \$500

Food and Beverage (alcohol)

- 25-150 Guest = \$200
- 151-300 Guest = \$400
- 301-500 Guest = \$600
- 501-750 Guest = \$800
- 751-1000 Guest = \$1000

If a Central Preparation Facility (CPF) is used for any part of the preparation of food for the event provide the following information:

CPF Name: _____

Permit #: _____ Permit expiration date _____

Address: _____

If the food being sold and/or sampled is produced under a Manufactured Foods Permit issued by the Texas Department of State Health Services, a copy of that permit must be on site at each event.

All food and drink must be dispensed from a covered or "roofed" serving station. All equipment used for heating foods must remain covered and opened only as required for service.

Grills or other cooking equipment, placed outside of the covered food prep area, must have a lid or other durable cover. No food prep or service can be conducted on an uncovered surface or cooking unit.

List ALL food and drinks to be prepared, cooked, held under temperature control, and/or served (No part of food preparation or storage may take place in a home/unpermitted facility)

***Please indicate where each step will take place, TFE (on-site) or CPF.**

Item	Thaw	Cut/Wash	Cook	Temp Control	Reheat	Pre-Package

TCS foods requiring hot or cold hold will be transported to ensure proper temperature control

_____ in ice chest(s) with cold packs and thermometer (41°F)

_____ in ice chest(s) with hot pack and thermometer (135°F)

_____ if other, describe: _____

The following foods will be purchased at an approved facility for preparation on site (circle all that apply):

_____ Beef	Raw / Precooked	Purchased from? _____
_____ Chicken	Raw / Precooked	Purchased from? _____
_____ Fish	Raw / Precooked	Purchased from? _____

If baked goods are to be sold, where were they prepared or purchased? _____

Will drinks be served (check one): _____ in cups with ice _____ in original containers

Describe the location and set-up for **washing/rinsing/sanitizing of utensils**: _____

I have read and understand the conditions of this permit application.

Applicant / Representative Signature

Date

Special Requests:

Reservation Procedures and General Policies:

- a) Reservations for Caterer's Event Permit use of the County Expo facility will be reviewed on a first come – first served basis.
- b) No single group or individual will be given preference or priority so that the Expo Facility is made available to serve the needs of as many different groups as possible. Equal access shall be given to all groups and individuals applying, and no group or individual shall be denied access because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by an individual or group, or by any group's members.

- c) The frequency with which one group may utilize the Expo facility for a Caterer's Event Permit is at the discretion of Williamson County.
- d) Williamson County retains the right to refuse requests for use space or to cancel reservations before or while they are in effect if these policies are not complied with, or if the space requested is needed for governmental functions. The County further reserves the right to mandate set-back lines for a designated space usage and also reserves the right to set reasonable time limits on any permit request.
- e) Williamson County reserves the right to mandate proof of event insurance coverage, payment of any clean-up costs, adequate security measures, or other reasonable requirements to protect the public health and safety.
- g) Applicants must sign an indemnification and event permit agreement in exchange for the permit.
- h) Permission to use the public facility for a Caterer's Event Permit shall not, in any way, constitute an endorsement of the group or individual, or their policies and activities.
- i) Williamson County retains the right to amend the requirements and policies for event use of a county owned facility at any time, or by any group.

For Expo Center Use Only:

Other Caterer's Event Permits scheduled at same location on date of event: yes / no

If so, what events are scheduled:

1.) _____

2.) _____

Approved for the following date(s) and times:

Denied based on following:

Date Reviewed: _____

Authorized County Representative

**WILLIAMSON COUNTY EXPOSITION CENTER
INDEMNIFICATION AND CATERER EVENT
PERMIT AGREEMENT**

AGREEMENT:

IN EXCHANGE FOR AN EVENT(S) PERMIT, _____ (HEREINAFTER REFERRED TO AS “APPLICANT”), AGREES, TO THE FULLEST EXTENT PERMITTED BY LAW, TO INDEMNIFY AND HOLD WILLIAMSON COUNTY, TEXAS AND HER AGENTS, REPRESENTATIVES, AND/OR EMPLOYEES HARMLESS FROM ANY AND ALL CLAIMS FOR OR ENTITLEMENT TO ANY DAMAGES ARISING FROM CLAIM(S) RELATING TO THE BELOW-DESCRIBED EVENT(S), INCLUDING BUT NOT LIMITED TO OUT-OF-POCKET, SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING OUT OF, RESULTING FROM, OR IN ANY WAY RELATED TO THE EVENT(S) DESCRIBED BELOW AND AS FURTHER DESCRIBED IN AN APPLICATION FOR USE OF A COUNTY-OWNED FACILITY, SUBMITTED ON OR ABOUT _____ (DATE) TO WILLIAMSON COUNTY, GEORGETOWN, TEXAS. APPLICANT EXPRESSLY AGREES THAT IT IS ASSUMING ALL RISK WITH REGARD TO THE EVENT(S) DESCRIBED BELOW AND SHALL REIMBURSE WILLIAMSON COUNTY FOR ALL DAMAGES, INCLUDING COURT COSTS AND ATTORNEY’S FEES FOR THE COLLECTION OF SUCH REIMBURSEMENT, IF NECESSARY.

Williamson County does not waive any sovereign immunity under this agreement.

This agreement is subject to Texas law with venue in Williamson County, Texas.

EVENT DESCRIPTION:

ADDITIONAL PERMIT REQUIREMENTS:

Williamson County expressly reserves the right to rescind or revoke an event permit where it is deemed necessary and will give as much notice as possible in good faith in the situation that an event permit must be cancelled.

LEGAL COMPLIANCE:

APPLICANT expressly agrees to comply with any and all local, state or federal requirements, including but not limited to health and safety regulations and compliance with any applicable city code, state and federal laws.

DUTY TO REPORT PROBLEMS

APPLICANT expressly agrees to inform Williamson County and its representative(s) of errors, mistakes, potential problems or any other problematic issue(s) coming under observation during the event and will make good faith efforts to correct any problems or errors that come to light in a timely and reasonable manner.

NO AGENCY RELATIONSHIP

APPLICANT expressly understands and agrees that APPLICANT shall not in any sense be considered a partner or joint venturer with Williamson County, nor shall APPLICANT in any manner hold itself out as an agent or official representative of Williamson County.

CLEANING UP

APPLICANT expressly agrees it shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under this permit agreement. At completion of the event, APPLICANT shall remove from and about the premises: waste materials and all rubbish. If APPLICANT fails to clean up as provided, the cost thereof shall be charged to APPLICANT and all future applications for Caterer event space will consider the APPLICANT's compliance with previous permit agreements in considering whether or not future permits will be granted.

NO ASSIGNMENT

APPLICANT may not assign this permit agreement.

Accepted by and for Williamson County, Texas:

BY: _____
Authorized Representative

Accepted by and for Applicant:

(Owner or Agent- Printed)

(Date Signed)

BY: _____
(Signature)

(Signature)

SUBSCRIBED AND SWORN TO BEFORE ME by _____
(authorized agent) on this the ___ day of _____, 201__.

Notary Public in and for the
State of Texas