



**APPLICATION FOR PRE-QUALIFICATION
TO PERFORM CATERING SERVICES
AT THE WASHINGTON STATE HISTORY MUSEUM**

In order to be authorized to perform catering services at the Washington State History Museum, Catering companies must submit a completed application, meet all requirements set forth in this application, and agree to the terms and conditions listed below.

Please Note: Completed applications must be submitted a minimum of ten (10) business days prior to requesting event scheduling confirmation. Applicants shall be notified of acceptance or rejection in writing by electronic mail, if available, and/or U.S. Mail.

COMPANY INFORMATION	
Company name:	Date:
Address:	
Telephone number:	Email:
Fax number:	Website:
Employer Identification Number (EIN):	
Owner Name(s):	Owner:
REQUIRED DOCUMENTATION	
Valid business license to operate in the State of Washington and the City of Tacoma.	Business License Number: <i>[Attach copy of business license]</i>
Valid, Active Certificate of Insurance referencing the State of Washington and the Washington State Historical Society as additional insured party at the minimum limits set forth. <ol style="list-style-type: none"> 1. Commercial General Liability <ul style="list-style-type: none"> • \$1,000,000 – Single Occurrence • \$2,000,000 – Aggregate 2. Industrial Accident Insurance 	Policy Number: <i>[Attach copy of Certificate of Insurance]</i>
The Company, its employees, contractors, and agents shall have all necessary food and beverage certifications required by law to perform services. To include but not limited to: <ol style="list-style-type: none"> 1. Valid Food Worker Card 2. Valid Liquor License 3. Valid Banquet Permit 4. Valid Mixologist Permit (Class 12) 5. Valid Server Permit (Class 13) 	Liquor License Number: <i>[Attach copy of liquor license]</i>

SERVICE TERMS & CONDITIONS

The Company shall submit a commission fee to the Washington State History Museum of no less than 10% the gross catering fee charged to rental client for food and beverage services. Commission fees shall be submitted to the Washington State History Museum with **attached Client's catering invoice** 15 days following services provided.

Submit Payments to:

The Washington State History Museum
Attn: Facility Rentals
1911 Pacific Avenue
Tacoma, WA. 98402

The Company shall be responsible for removal of all refuse and recycling at the end of each event to the designated location. Refuse and recycling shall be transported in a sealed container to prevent damage or contamination from spillage or leakage.

The Company shall be responsible for the space set up and break down of furniture and wares.

The Company, its employees, contractors, and agents shall be financially responsible for loss or damage to Washington State History Museum equipment or premises due to negligence. All incidents of damage shall be reported immediately to a Washington State History Museum representative.

The Company shall comply with all Washington State History Museum safety and security rules, regulations, and policies.

I/we certify that all information provided is true and correct to the best of my/our knowledge. I/we accept all service terms and conditions set forth in this application.

Name of Authorized Representative:	Date:
Name of Authorized Representative:	Date: