



OUTSIDE CATERING POLICIES

Smith College allows you to work with the caterer of your choice to provide the food for your special day (except for use of Campus Center rooms which require Smith Catering first right of refusal). External caterer services are only available to licensed and insured caterers. A catering agreement as well as a catering license (or permit to work in the town of Northampton) and proof of insurance must be provided within thirty (30) days of your event. If these are not received in this time frame, your event contract will be considered null and void, and will be released of any responsibilities outlined in the contractual agreement. Your deposit will be forfeited.

**The second page of this document contains a list of suggested or preferred caterers that have met these requirements in the past, departments may work with any caterer of their choice that meets the below requirements.*

Insurance

The Caterer shall be required to obtain and provide proof of the following types of insurance with the following minimum limits of liability prior to providing the Services:

1. Auto Liability - \$1,000,000 CSL (including owned, non-owned and hired vehicles)
2. General Liability - \$1,000,000 CSL per occurrence / aggregate with the following wording "Smith College, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured."
3. Workers Compensation - Statutory
4. Employers Liability - \$500,000/\$1,000,000/\$500,000 with the following wording "Smith College, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured."

Duties of the Caterer

1. The Caterer shall be responsible for any and all duties surrounding the preparation, service and clean-up of the event. This includes dressing/setting all tables, serving, clearing/bussing all plates, utensils and glassware, washing, drying and properly storing dishes/glasses/bottles/silverware (including all barware) and ensuring that the kitchen is left spotless and organized, just as it was found.
2. Wiping down all kitchen surfaces, tables, and chairs, sweeping and mopping kitchen and preparation area floors, bagging and placing in the outside dumpsters all garbage and recycling, cleaning ovens, warmers and other equipment is all part of the check-out procedure. Compliance with the check-out procedure at the end of each event is required.
3. If Caterer is providing alcohol service for an event they must have or obtain either a state catering license through the ABCC or a one-day liquor license from the city of Northampton.
4. The Caterer will have trained, responsible personnel onsite for the duration of the event. Caterers and their employees must, at all times, be properly dressed and conduct themselves in a manner which is suitable to the clients and the setting of the party.
5. The Caterer will not have access to the property earlier than two hours prior to the event, and is expected to be out of the kitchen within 30 minutes of the end of the event. The Caterer's arrival time must be arranged with the Event Manager, and a quick check-in is requested upon arrival at the venue.
6. The Events Management Office will have complete control and final say over all outside vendors operating within Smith College. For questions, please contact smithevents@smith.edu or call 413-585-2669.
7. Caterer must label all foods with the item name and any of the "[Big 9 Allergies](#)" they contain.



SMITH COLLEGE[®]

CATERINGSUGGESTIONS

Atkins Farm

info@atkinsfarms.com
413-253-9528 or 800-594-9537
atkinsfarms.com

Emma's Everyday Gourmet

413-642-3221
emmagourmet.com

Log Rolling Catering

413-535-5077
logcabin-delaney.com

Blue Door Gathering

laura@bluedoorgatherings.com
413-537-8722
bluedoorgatherings.com

Esselon Cafe

info@esselon.com
413-585-1515
esselon.com/cafe/catering

Myer's Catering

partyplanners@myerscatering.com
413-584-4145
myerscatering.com

Bombay Royal

413-341-3537
Bombayroyale.com

Hamel's Creative Catering

hamelssummitview.com
413-538-7431

Seth Mias Catering

seth@sethmias.com
413-695-4874
sethmias.com

Blue Heron Restaurant and Catering

413-655-2102
blueherondining.com

Heirloom Catering

heirloomcatering@gmail.com
413-230-9423
heirloomcateringlocalfood.com

Smithsonian Caterers

413-247-5157
smithsoniancaterers.com

Captain Jack's Roadside Shack

413-230-5367
captainjacksroadsideshack.com

Hillside Organic Catering

cateringfromhillside@gmail.com
413-648-0500 or 413-387-9343
hillsideorganiccatering.com

Smith College Catering

413-585-2304
smith.edu/your-campus/dining-
menus/catering

State Street Fruit Store

info@statestreetfruit.com
413-584-2301
statestreetfruit.com/catering

Union Station

sales@unionstationbanquets.com
413-341-3161
unionstationbanquets.com/catering

Wheelhouse

info@wheelhouse.com
413-323-3322
wheelhousefarm.com