



# Shadows Restaurant Catering Policy

The following is the policy regarding catering of events held within the Sun City Shadow Hills facilities:

- (a) Any time Charter Clubs or Resident Groups request linens for tables, without using Shadows Catering Service, regardless of whether food is served or not, there will be a charge for linens of \$5.00 per tablecloth and 25 cents per napkin.
- (b) Shadows Catering is the caterer of choice for SCSHCA.
- (c) Any Charter Club or Resident Group, which utilizes Shadows Catering Service, will not incur any separate or additional catering fee or linen charge. All fees charged by Shadows catering will include food, beverage, and linen charges.
- (d) Potluck events: Charter Clubs and Resident Groups that bring their own food and refreshments (beer, wine, bottled water, and soft drinks) will not be charged a catering fee. This includes food purchased offsite and brought in by the members of the Charter Club or Resident Group. Linen charges will still apply. Hard liquor is never allowed to be brought on to the premises.
- (e) Charter Clubs and Resident Groups that use Outside food service that delivers the food to the clubhouse and drops it off with no service of the food, no staffing from the outside service, no use of the Montecito kitchen or facility by the food deliverer, will not be charged a catering fee. Linen Charges would still apply. An example would be a pizza delivery by a local Pizzeria.
- (f) Charter Clubs and Resident Groups which use outside catering instead of Shadows Catering, that use staffing or use of kitchen facilities, will incur a catering fee based on the gross price (all charges for food, beverages, and services, except for tax and gratuity) charged by the outside catering firm for services rendered, at a rate of 20% of the charged fee, with a minimum of \$200 per outside catered event.
- (g) Charter Clubs and Resident Groups will be allowed to utilize the kitchen, at no charge, to obtain water and ice, but all containers and cups are to be supplied by the Charter Club or Resident Group. Charter Clubs and Resident Groups may use the refrigerators for storage of food solely on the day of the event. Ovens, stoves, and warming ovens may not be used at any time. Charter Clubs and Groups will be held responsible for all cleanup after use. If the kitchen is not left completely clean after conclusion of the event, the Charter Club or Resident Group will be subject to a \$200 clean-up fee.

**Insurance and Certificate of Insurance:** Caterer shall maintain commercial general liability, \$1,000,000 each occurrence limit, \$1,000,000 general aggregate limit, or current limit carried, whichever is greater; **Sun City Shadow Hills Community Association and the Association management company (Associa Desert Resort Management)** shall be named as Additional Insureds by endorsement.

If Caterer is engaged more than twice during a calendar year, Caterer shall maintain automobile liability covering all owned, non-owned and hired automobiles, trucks and trailers.

Caterer shall furnish a certificate of insurance evidencing the required insurance to be maintained and, if applicable, a copy of Caterer's automobile liability insurance card and send such prior to signing of the Caterer Booking Agreement.

**Sun City Shadow Hills Community Association**  
**Attention: Lifestyles Director**  
**80-814 Sun City Blvd.**  
**Indio, CA 92203**

- (h) Charter Clubs and Resident Groups are not employers, therefore they may not employ any staff at any time.