



# Liberty Park Catering

## **Forms included:**

- Liberty Park Catering Application
- Liberty Park Catering Agreement

## **Applicants must include:**

- Completed Catering Application
- Completed Catering Agreement
- Copy of valid Business License
- Copy of State of Tennessee Health Permit
- Copy of latest Health Department Inspection
- Proof of Liability Insurance
- Proof of Worker's Compensation Insurance
- Proof of Alcohol Beverage Control Permit or Licensing



# CLARKSVILLE PARKS & RECREATION

## **Liberty Park Catering Application**

The City of Clarksville is seeking vendors to provide exclusive food and drink services at the Wilma Rudolph Event Center (8 Champions Way, Clarksville, TN 37040) and Freedom Point (250 Marina Way, Clarksville, TN 37040).

The Wilma Rudolph Event Center is located at the entrance of Liberty Park. The event center is available for private or public rentals and accommodates up to 500 for a seated event, or up to 1,000 reception style.

Freedom Point Event Center is located inside Liberty Park overlooking the Cumberland River Liberty Park Marina. The space accommodates up to 100 guests for a seated event or up to 125 reception style.

Upon acceptance at any time during the year, the vendor must attend a vendor meeting with the Liberty Park Facility Promotions Supervisor and sign an agreement prior to providing their first service, no later than one month prior to their first rental date.

The City of Clarksville reserves the right to limit which vendors may serve at each of the two Liberty Park venues.

All vendors on the approved Liberty Park Catering List will have the opportunity to bid for multiple City of Clarksville-hosted functions throughout the year.

### **Who:**

Caterer; Food Trucks; Restaurants; Alcoholic Beverage Business, Local Breweries.

### **Submittal Requirements:**

All applications and required documentation must be submitted to Clarksville Parks & Recreation, Attn. Liberty Park Facility Promotions Supervisor, 102 Public Square, Clarksville, TN 37040.

The City will not approve an application to any vendor that is in arrears to the City on a debt, contract, or judgment or who is otherwise in default to the City. More than one application for the same work/product from an individual or entity under the same or different names will not be considered and shall result in the rejection of all applications in which that bidder has an interest.

The City reserves the right to reject any and all applications, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional applications. The City further reserves the right to reject the application of any vendor whom it finds, after reasonable inquiry and evaluation, to not be responsible. The City may also reject the application of any vendor if the City believes that it would not be in its best interest to approve the application of that vendor. The City also reserves the right to reject the application of a vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or an application of a vendor who investigation shows is not in a position to perform within the terms to which they have agreed.

#### **Contact information:**

Liberty Park Facility Promotions Supervisor  
libertypark@cityofclarksville.com  
931-472-3360

### **Liberty Park Catering Guidelines**

If selected through this application process, I agree to adhere to the following guidelines:

- Caterers will utilize the catering checklist and agree to leave the facilities clean and intact.
- Caterers are not permitted to share their entry code with renters or anyone other than their own staff.
- Caterers are not permitted to store items overnight at Liberty Park without prior approval from the Facility Promotions Supervisor.
- Caterers and staff are permitted to pull onto concrete paths to load and unload but must return their vehicles to an authorized parking space as soon as load-in is completed.

## CATERING APPLICATION

Restaurant     
  Food Truck     
  Caterer     
  Other \_\_\_\_\_

Business Name:

Contact Name:

Street Address:

City, State, Zip Code:

Primary Phone:

Secondary Phone:

Website:

Email:

Business Specialty:

(southern comfort, BBQ, upscale, etc)

My Business is licensed to sell liquor by the drink.

Yes     
  No     
  Not Applicable     
  Applied For - Not Yet Approved

I have ABC Certified servers and bartenders.  Yes       No

**Applicants shall include the following with their application:**

- Valid Current Business License issued by the City of Clarksville
- Copy of Current State of Tennessee Health Permit
- Copy of Latest Health Department Inspection
- Proof of Insurance and carry a minimum of one million (\$1,000,000) in liability coverage AND name City of Clarksville as additional insured for the duration of the agreement. Must be submitted with your proposal.
- Proof of Worker's Compensation Insurance.
- Those applicants that sell alcohol shall provide proof of Alcohol Beverage Control Permits or Licensing.

If my company is chosen, based on the criteria set forth in these guidelines, I agree to adhere to the rules and regulations set forth by the City Of Clarksville and The Parks and Recreation Department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# CLARKSVILLE PARKS & RECREATION

## **Liberty Park Catering Agreement**

The scope of this agreement is to provide exclusive food and drink services at the Wilma Rudolph Event Center (8 Champions Way, Clarksville, TN 37040) and Freedom Point (250 Marina Way, Clarksville, TN 37040).

The Wilma Rudolph Event Center is located at the entrance of Liberty Park. The event center is available for private or public rentals and accommodates up to 500 for a seated event, or up to 1,000 reception style.

Freedom Point Event Center is located inside Liberty Park overlooking the Cumberland River Liberty Park Marina. The space accommodates up to 100 guests for a seated event or up to 125 reception style.

The City of Clarksville reserves the right to limit which vendors may serve at each of the two Liberty Park venues.

All vendors on the approved Liberty Park Catering List will have the opportunity to bid for multiple City of Clarksville-hosted functions throughout the year.

The term of service is one year from the final execution date of this agreement. During that time the caterer must remain in good standing with the City of Clarksville by:

- Following all guidelines outlined in this agreement.
- Retain a valid business license issued by the City of Clarksville.
- Submit a copy of latest Health Department Inspection
- Carry a minimum of one million (\$1,000,000) in liability coverage AND name City of Clarksville as additional insured for the duration of the agreement.
- Proof of Worker's Compensation Insurance.
- Those applicants that sell alcohol shall retain an Alcohol Beverage Control Permit or License.

### **General Indemnity**

I, \_\_\_\_\_, hereby agree to indemnify, defend and hold harmless the City of Clarksville, its appointed or elected officials, employees, and agents and each of them for any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, attorney fees, costs and expenses of whatsoever kind or nature arising out of the negligent performance of contractor's obligations and operations provided for in the contract.

I acknowledge that I have familiarized myself with the subject property and I also release the City of Clarksville from any and all claims that may result from the activity associated with this agreement.

### **Conflict of Interest**

I hereby certify that this application is submitted in conformance with the City of Clarksville's conflict of interest restrictions. No employee of the City of Clarksville, officer, agent, any member of an employee's immediate family or his or her partner has any financial interest or a tangible personal benefit in the profit of any contract, service, or other work performed as a result of my submission of this application. A conflict of interest would also arise when the parties indicated herein are employed or about to be employed by the person or company submitting this application. Additionally, no party indicated herein has an indirect interest\* in this contract, which is the subject of this application.

In the event I am providing a service\*\* to the City of Clarksville, I certify that I have no conflict of interest relating to the service to be provided pursuant to this application, Request for Proposals (RFP), Request for Qualifications (RFQ), or the project/work.

Should a conflict arise at any time during the duration of the contract, agreement, etc., it is the vendor's responsibility to inform the City of said conflict within 30 days.

Therefore, the undersigned (corporation, partnership, limited liability company, or other business organization or individual) has no conflict of interest, or potential conflict of interest in connection with this proposal or in connection with any contract executed or to be executed, concerning or with response to this application.

\* "Indirect Interest" means any contract in which an employee has no direct interest, however, a spouse or relative has an interest in the contract. *A conflict of interest exists if a spouse or relative commingle their assets.* Examples of commingling assets include sharing a joint-checking account or jointly owned property together with a company or person doing business with the City of Clarksville.

\*\* "Service Vendors" include but are not limited to: architects, engineers, appraisers, surveyors, accountants, etc

### **Catering Guidelines**

I agree to adhere to the following guidelines:

1. Caterers will utilize the catering checklist and agree to leave the facilities clean and intact.
2. Caterers are not permitted to share their entry code with renters or anyone other than their own staff.
3. Caterers are not permitted to store items overnight at Liberty Park without prior approval from the Facility Promotions Supervisor.
4. Caterers and staff are permitted to pull onto concrete paths to load and unload, but must return their vehicles to an authorized parking space as soon as load-in is completed. Parking on the concrete is not allowed.

Please feel free to attach or use additional space to comment.

I agree to adhere to the rules and regulations set forth by the City Of Clarksville and The Parks and Recreation Department.

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Vendor Name (Printed)

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Vendor Signature Date

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Liberty Promotions Supervisor Signature Date

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Director of Clarksville Parks and Recreation Signature Date

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Mayor of Clarksville Signature Date