

# Historic Oakland Foundation Vendor & Caterer Guidelines

January 2024

## Vendor Guidelines

- The Lessee may retain a Vendor from the HOF Approved Vendor List.
- There is a \$500 fee for retaining any caterer outside of our Approved Vendor List.
  - Lessee must obtain authorization for retaining outside vendors from HOF.
  - HOF reserves the right to refuse any vendor.
- Catering services must provide:
  - Proof of workers' compensation for their employees
  - Business License & Certification by the Health Department
  - Certificate of Liability insurance in the amount of \$1 million with Historic Oakland Foundation named as additionally insured
  - Automotive Liability insurance of \$1 million
  - Signed HOF Vendor Guidelines
- All vendors should promptly report any issue they encounter with our staff so that we may address the issue and better meet the satisfaction level expected by clients and vendors.
- All vendors must check-in with designated HOF Staff upon arrival.
- All vendors must complete a final walkthrough with designated HOF Staff before departing the grounds.
- Load-in must occur within the times and locations authorized by HOF staff.
- Lessees must submit a contact list for all vendors 30 days prior to the event, including the name and telephone number for each vendor.
- All vendors should be provided with the address and proper directions for all on-site deliveries by the lessee.
  - Address:  
Historic Oakland Cemetery  
248 Oakland Avenue SE  
Atlanta, Ga 30312

## Catering Guidelines

- All catering staff must park in a previously designated area.
- Caterers are responsible for unloading, setting up, and reloading their goods.
- Caterers must check with the HOF designated staff upon arrival and check out with the HOF staff before leaving the grounds.
- Breakdown must occur immediately after the event. This includes the removal of all trash, recycling, used dishware and glassware, and other perishables from the premises.
- Events must end by 11 p.m. and the cemetery must be vacated by midnight.
- All food and beverage services should conclude no later than 10:30 p.m.

- Lessees are responsible for any fees incurred by vendors. This includes but is not limited to: additional time on-site outside fees, cleaning fees, repair costs associated with any damage to the facilities or grounds, failure to comply with HOF guidelines.
- Lessees will be charged a \$500 fee for any unusual cleaning requirements, failure to remove trash or recycling, or damage should such damage occur. Any damage or required cleaning exceeding \$500 will be charged to the Lessee. Vendors and/or Lessees will be notified about costs incurred.
- Caterers are responsible for all waste and recycling for the duration of the event.
  - They must provide their own trash & recycling receptacles and bin liners.
  - All trash must be taken off site for disposal. *The Foundation does not have an on-site dumpster for catering use.*
- A small staging area is available for caterers' use for all events taking place in the Bell Tower
  - *This space does not include kitchen amenities.*
- Caterers are responsible for maintaining cleanliness of the venue and returning all facilities to their original state (including sweeping and mopping floors with clean, hot water) including removal of equipment, food, beverage, and all waste and recycling.
- Oakland Cemetery does not have outside lighting and power sources are limited. It is the responsibility of all vendors to bring the necessary equipment to provide adequate lighting for its staff during outside events.
- All ice must be disposed of properly, vendors are permitted to dispose of ice in the gutters along the paved roads or in the designated sinks.
  - Ice cannot be discarded on any plants, grass, or other green spaces.
- HOF staff cannot assist caterer with dishwashing, loading goods belonging to the caterer, removing linens, breaking down any food or bar set-ups, or breaking down caterer's furniture and equipment.
- HOF is not responsible for any items left, any lost or stolen equipment, or any other property belonging to the caterer, vendors, or client.
- Caterers must check with the HOF Staff to ensure that all guidelines are met at the conclusion of the breakdown, prior to leaving the grounds.