

*SUNFLOWER COMMUNITY ASSOCIATION*

PROCEDURE FOR ASSOCIATION SPONSORED CATERED FOOD EVENTS

**Adopted by Board of Directors 3-2-11**

- Caterers will need to provide the following required licenses. A caterer that operates a full restaurant or food truck and has a fixed food establishment licenses will provide two licenses: 1. Business Operating license and 2. Fixed Food Establishment License. A caterer that operates solely as a caterer (not a full restaurant or a fixed food establishment) will provide two licenses: 1. Business Operating License and 2. Catering Permit issued by Pima County Health Department.
- The contract must outline the obligations required for deposit and full payment.
- At the committee meeting, the caterer and menu should be voted on and noted in committee minutes before presenting to the Board.
- The license, permit, contract and menu must be provided. A member of the Board needs to sign the contract prior to advertising or selling tickets for the event.
- After Board approval, allow 2 weeks for the deposit check to be written.