



Utah State Capitol Preservation Board Private Caterer Required Information

All steps in this form must be completed.

Private Catering Company Information

Name of Organization _____
Phone Number _____ Fax Number _____
Primary Contact _____
Business Address _____
Email Address _____

1. R131-2-6 Quality Control/ Assurance & Verification Forms

Food Service Quality Control Policy – Minimum Standards for Private Caterer’s form must be submitted prior to catering on the Capitol Hill Complex.

2. R131-2-6 Certificate of Insurance

A Certificate of Insurance must be submitted and maintained throughout the approved event and at least one year thereafter. Please refer to R131-2-6 Certificate of Insurance for all other insurance requirements.

3. R131-2-6 Indemnification

Please refer to R131-2-6 Indemnification.

4. R131-2-6 Record Keeping and Audit Rights

I have read the rule governing Record Keeping and Audit Rights and shall abide with the rule and shall provide access as required under the rule.

5. R131-2-6 Payment and Performance Evidence

One of the following documents must be provided to demonstrate financial strength:

- Performance Bond
- Letter of Credit
- Financial Statement
- Other _____

Capitol Preservation Board
350 North State Street, 120 State Capitol
Salt Lake City, Utah 84114
Phone: 801-538-3074 Fax: 801-538-3221

Please refer to R131-2-6 Payment and Performance Evidence for all other requirements.

6. R131-2-6 Certification

Please refer to R131-2-6 Certification for all certification requirements. Please attach the certification requirements separately.

7. R131-2-6 Inspection

I have read the Inspection section of R131-2 Capitol Hill Complex Facility Use Rule and will adhere and abide to this section.

8. R131-2-6 Food Handlers' Permits

A current food handler's permit must be submitted for all private caterers' employees.

9. R131-2-6 Security

A list of all full-time and part-time employees involved with the catering service on the Capitol Hill Complex must be submitted at least 24 hours in advance.

Private Catering Authorized Representative:

Print Name _____

Signature _____

The Capitol Hill Complex is a cultural icon respecting Utah's rich history. The Capitol Hill Complex Facility Use Rule is intended to help preserve the Capitol Hill Complex for years to come. It is your responsibility to read and abide by this rule protecting the Capitol Hill Complex.