PCC / Caterer Memorandum of Understanding

We are partners and committed to serving our customers. We need to have each other’s best interest at heart. To have a long, successful relationship we need to address areas that we can expect the other to be responsible for. We share the common goal of surpassing the expectations of customers. PCC is committed to ensuring your success and profitability.

*Here’s what we can expect of each other:*

**Pendleton Convention Center will provide –**

* Container for cardboard – please break down all boxes to flat.
* 5 rolling garbage cans (orange base) for use inside the kitchen.
* Support as needed for maintenance of the kitchen.
* Support in room set-ups as needed.
* Setting tables and chairs.
* Partnership in customer service.
* Support and active participation in sales and sales leads.

**The caterer will be responsible for -**

* Linens for all catering needs.
* Bussing of all tables during events.
* Can liners for the kitchen cans – and please use them at all times.
* A local phone line that is answered during office hours or forwarded to sales staff.
* Regular office hours.
* Commitment to creating a local presence.
* Commitment to serving during sporting events, dances and concession events.
* Commitment to advertising and marketing in Pendleton and the surrounding region on a consistent basis.

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Caterer Signature Date PCC Manager Signature Date