



INFINITY PARK™  
*Event Center*  
VILLAGE OF GLENDALE



## CATERING POLICIES AND PROCEDURES

Thank you for choosing Infinity Park Event Center! Outlined below are the catering policies and procedures that must be followed when choosing a caterer/restaurant that is not on our approved list. This document must be signed and submitted along with all of the proper documentation at least 45 days prior to your event.

### APPROVED CATERERS:

You have the option to use one of our approved caterers for food service in at Infinity Park. For your convenience they are listed below. Please contact them directly.

#### BISTRO BOYS CATERING

Dianne and Paul Delongchamps | [info@bistroboyscatering.com](mailto:info@bistroboyscatering.com) | 303.757.4567 | [www.BistroBoysCatering.com](http://www.BistroBoysCatering.com)

#### CATERING BY DESIGN

Brandi Lipe | [brandi.lipe@cateringbd.com](mailto:brandi.lipe@cateringbd.com) | 303.781.5335 | [www.CateringBD.com](http://www.CateringBD.com)

#### CONTINENTAL "DIVINE" CATERING

Shannon McNicholas | [shannonmcnicholas@kmssa.com](mailto:shannonmcnicholas@kmssa.com) | 303.246.6358 | [www.ContinentalDivine.com](http://www.ContinentalDivine.com)

#### EPICUREAN CATERING

Dan Spahr | [dan@epicureancg.com](mailto:dan@epicureancg.com) | 720.488.2150 | [www.EpicureanCatering.com](http://www.EpicureanCatering.com)

#### FOOTERS CATERING

Anthony Lambatos | [alambatos@footerscatering.com](mailto:alambatos@footerscatering.com) | 303.762.1410 | [www.FootersCatering.com](http://www.FootersCatering.com)

#### GOURMET FINE CATERING

Darby Donohue | [darby@gourmetfinecatering.com](mailto:darby@gourmetfinecatering.com) | 303.825.4545 | [www.GourmetFineCatering.com](http://www.GourmetFineCatering.com)

#### THE GOURMET KITCHEN

Madhoo Seth | [sales@thegourmetkitchen.biz](mailto:sales@thegourmetkitchen.biz) | 720.274.4978 | [www.theGourmetKitchen.biz](http://www.theGourmetKitchen.biz)

#### LIFESTYLES CATERING

Lawrence French | [Lawrence.french@lifestylescatering.com](mailto:Lawrence.french@lifestylescatering.com) | 303.232.7932 | [www.lifestylescatering.com](http://www.lifestylescatering.com)

#### OCCASIONS BY SANDY

Jeremy Bronson | [jeremy@occasionsbysandy.com](mailto:jeremy@occasionsbysandy.com) | 303.789.1867 | [www.OccasionsbySandy.com](http://www.OccasionsbySandy.com)

#### THREE TOMATOES CATERING

Peggy Beck | [Peggy@threetomatoes.com](mailto:Peggy@threetomatoes.com) | 303.433.3332 | [www.ThreeTomatoes.com](http://www.ThreeTomatoes.com)

#### WHOLE FOODS CATERING

Heather Larrabee | [heather.larrabee@wholefoods.com](mailto:heather.larrabee@wholefoods.com) | 720.941.4100 | [www.wholefoods.com](http://www.wholefoods.com)

*Food and Beverage minimums may apply*



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#### REQUIREMENTS FOR USING A CATERER/RESTAURANT OUTSIDE OF APPROVED LIST:

- \$500 refundable deposit to use the kitchen and back of the house facility when renting any of our spaces (refunded dependent on state of facility after event, such as cleanliness or damage, and 10% fee has been paid to the City of Glendale.) Payment due prior to event start.
- When using the back of the house, a manager will be hired by Infinity Park and billed to the client at a rate of \$22/hour. Manager will be present for duration of set up, event, and strike. Payment due prior to event start.
- Staffing plan for event must be reviewed in advance with your Infinity Park Event Manager, which may require modification per industry standards.
- Certificate of Insurance is required from caterer/restaurant listing City of Glendale as additional insured.
- City of Glendale requires a signed agreement with selected caterer/restaurant, and requires payment of 10% of food total to be paid to the City of Glendale. Copy of menu/contract with client must be submitted with final payment.
- Proof of Tri-County Health Certificate. Tri-County can be reached at 720.200.1574.
- Walk thru 45 days prior to event is required by caterer/restaurant with Infinity Park staff.
- Conference room or Try Club events: Fewer than 25 guests are not required to use a licensed catering service. Guest counts over 25 are required to use a licensed catering service.
- All food and/or beverage deliveries and caterer-staffed events (not using the kitchen facilities) when using a vendor that is not on our approved list will be subject to a \$100 non-refundable usage fee.
- Adequate staff, as determined by and confirmed with your Infinity Park Event Manager in advance, must be present before food may be served your guests.
- Your staff must stay throughout the event to manage the food service, to clean and to strike. Failure to provide adequate staff for clean-up and strike may result in forfeiture of all client deposits.

#### LIQUOR REQUIREMENT:

If catering company or restaurant plans on serving wine tableside with dinner, a contract between the catering/restaurant must be signed with Scrum Enterprises. Annette Gilman can be reached at 303.378.1533.

#### LOAD IN/OUT POLICIES:

Event load in/out should take place during the time specified in the Event License Agreement and be completed no later than the agreed upon time. Additional charges may be applied if the events load in/out takes place outside of the specified time.



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**RENTAL ITEMS:**

Rental orders at Infinity Park can be placed with the following companies. These rentals can be arranged by the client, catering company.

**AllWell Rents**

David Lambert  
David@allwellrents.com  
303.935.7705

**Butler Rentals**

Barry Reynolds  
Breynolds@butlerrents.com  
303.388.5971

**Chair Covers & Linens**

Tamera Wilkenson  
Tamera@linenhero.com  
303.936.0794

**Colorado Party Rental**

Dan Minehane  
Dminehane@cpartyrentals.com  
303.781.1111

Catering Company/ Restaurant: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, you agree to all terms and guidelines of this agreement.