

Cheyenne Botanic Gardens Conservatory

Meal Catering Guidelines

The Cheyenne Botanic Gardens (CBG) will schedule small (no more than 4 guests), intimate meal service on the third floor of the Shane Smith Grand Conservatory. These meals will be catered by established caterers that have been vetted by staff.

1. Potential vendors must have the required permits from the State, City, and Health Department agencies to participate.
2. Vendors that owe the City of Cheyenne funds are not eligible.
3. Vendors must provide a copy of all permits prior to catering a meal.
4. No smoking or vaping is allowed. All other policies and ordinances pertaining to the property also apply to catered meals in the Conservatory.
5. CBG will market available time slots for catered meals and will notify vendors when a meal is booked. CBG will collect payment from the party through the Tilted Tulip Gift Shop and will provide a check from the City of Cheyenne for the vendor's portion of the fee.
6. Alcohol may not be served unless the caterer has a permit from the city and the necessary insurance.

Early Brunch Service

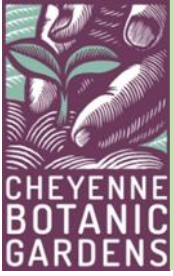
Early brunch service will be offered three times monthly on mutually agreed mornings between 8 am and 9:45 am. The party must leave the conservatory no later than 9:45 am to ensure that time is available for any cleanup before the Conservatory is open to the public. Service may consist of a meal provided in a picnic hamper or a full service meal. In most instances, the use of the large refrigerator, prep space, and warming oven is available in the large catering kitchen on the ground level of the Conservatory. Disposables should not be used for early brunch service.

Dinner Service

Dinner service will be offered one time monthly on mutually agreed evenings between 6:30 pm and 8:00 pm. Service will be a full service, multi course meal. Disposables should not be used for dinner service.

Menus

Potential vendors must include images of table settings and sample menus. The cost associated with different menus and options must be provided. The Botanic Gardens will add a percentage to these figures to arrive at the pricing for each menu. Vendors will be asked to provide a tasting of a sample menu prior to any bookings. A complete ingredients list must be included for each item on each menu to ensure safety for those with food allergies.



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Insurance

The Cheyenne Botanic Gardens and the City of Cheyenne assume no responsibility for loss or damage to your truck, equipment, inventory, or property. Guest, staff, or vendor injury caused by your catering activities are your responsibility. Each vendor must provide the necessary permits & insurance through the City of Cheyenne City Clerk's Office, which can be reached at 307.638.4301



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Instructions:

Complete the following information, then print out the form and sign it. Scan the signed form and email to info@botanic.org or hand deliver to the Cheyenne Botanic Gardens.

Caterer Information

Contact Name: _____

Vendor Name: _____

Phone: _____ Address: _____

City/Town: _____ Postal Code: _____

Email: _____

Website: _____

Proposed Menus

Attach menus, ingredient lists, and images of table settings.

Brief Description of Your Cuisine:

Signature

Caterer Printed Name: _____

Caterer Signature: _____

Date: _____