Thank you for your interest in the Houston Museum of Natural Science. In such a large and innovative city as Houston, catering is crucial in making a special event memorable.

We review our current catering needs and all new proposals annually. If you wish to submit a proposal it will need to contain the following items.

- Two letters of recommendation (one letter from a client, and one letter from a unique venue)
- A proposal detailing the overview of your company
- Proposal menus for events
- A tasting for the decision committee that you feel shows off the best of what your company can offer.

You can submit your proposal along with the attached application to specialevents@hmns.org.

Should you have any questions, please call 713-636-4749.

Please take a look at a brief overview of what is to be expected of you should you become a caterer at HMNS.

- Caterer must be a full service company and have the capacity to handle an event for as many as 5000 guests. As a full service company, the caterer is responsible for providing an onsite coordinator along with well trained and skilled staff to serve and prepare the food. Because HMNS does not have an on-site kitchen, the caterer must also provide any equipment necessary to serve and prepare the food, in addition to all tables, chairs, linens, cutlery, china, kitchen and serving utensils, furniture and all other auxiliary equipment.

- Caterer is required to pay HMNS a 12.5% catering fee of all gross revenues of any special event which caterer performs the services. These fees will be due to HMNS on or before the 10th day following the end of the month in which any special events occurred.

- Caterer must cater at least 15 events a year.

- Caterer must pay an annual fee of $10,000 to the museum.

- Caterer is responsible for attending all special events open houses from start to finish. Special events open houses are marketing events hosted by the HMNS special events department that gives current and prospective clients the opportunity to see the venue and meet all vendors associated.

- Caterer shall comply with all HMNS set up and clean up rules and regulations.

- Caterer shall furnish all certificates of insurance including workers compensation, general liability insurance no less than $1,000,000 and commercial automobile liability insurance no less than $500,000.

- HMNS holds highly the treatment of HMNS staff as well as our clients; we must receive less than 4 complaints per year.
CATERING APPLICATION

Please fill out the attached application and submit with your proposal. Please return all documents to specialevents@hmns.org. Feel free to call the Special Events Department at 713-639-4749, should you have any questions.

Please print clearly.

1. Name of Caterer ____________________________________________
   
   Street Address________________________________________________
   
   City State Zip________________________________________________
   
   Website URL: http://_________________________________________
   
   Catering Contact______________________________________________
   
   Contact’s Phone Number (______)_______________________________
   
   Contact’s Email Address________________________________________

2. How long has the company been established? ___________________

3. On average, how many events do you cater a year? _______________
   
   What type of events do you typically cater?
   __________________________________________________________________

4. Do you currently have or have you had exclusive contracts with any other venues? If so, please fill out the requested information below.

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<th>Name of Venue</th>
<th>Length of Catering Term</th>
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5. Have you been cited or received any violations by the Health Department in the past year? ___________ If yes, please explain: ________________________________
   
   __________________________________________________________________

6. References. Please list the people who will be writing the recommendation letters:

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<th>Name</th>
<th>Title</th>
<th>Company</th>
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