

PIB CATERING POLICY

Amended by

PIB Communications

Approved on April 1, 2025

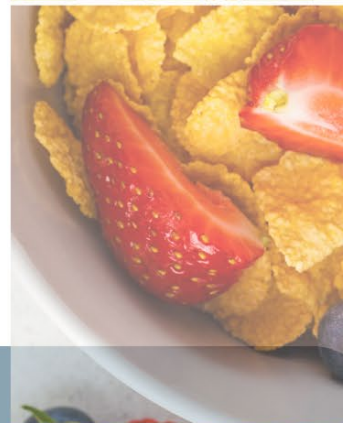
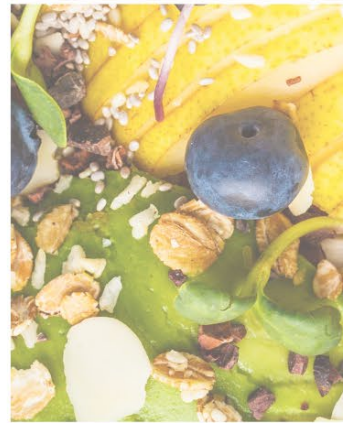
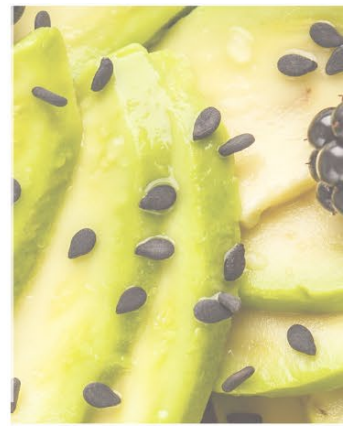


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PURPOSE

The **Penticton Indian Band (PIB) Food Catering Service Policy** is established to ensure that all food preparation and catering services meet **high standards of safety, quality, and professionalism**. Only **certified caterers** registered with PIB are eligible to provide catering services.

Catering services may be requested for various events, including but not limited to:

- Community Gatherings
- Cultural Celebrations
- Band Council or Administration Meetings
- Workshops and Special Events
- Outside Organizations

Additionally, this policy promotes a **fair and transparent selection process**, ensuring equal opportunities for all **certified and registered caterers**.

POLICY

The **Penticton Indian Band** is committed to providing **affordable, high-quality, and safe** food services. All food must be prepared by **Food Safe Certified** caterers in compliance with industry standards and health regulations.

1. Catering Contract Agreement & Processes

Each caterer **must submit** valid and up-to-date **Food Safe certificates** and any other relevant training documentation to the **PIB Events Coordinator**. This information will be shared with all PIB Departments, Nation organizations, and external organizations that require catering services.

2. Catering Rotation List

Caterers who wish to be registered on the **PIB Catering Rotation List** can select from the following categories:

- **Small Group Catering:** 5-20 persons*
- **Medium Group Catering:** 21-50 persons*

** The Catering Rotation List will be used based on the availability of caterers at the time of request.*

Large Group Catering – Request for Bids Only

- Large Group Catering: 50-100+ persons
- Request for Bids will be sent out to the community for large catering needs.

3. Food Preparation Guidelines

- All food preparation is expected to be **done on-site** at the event venue.
- Some **exceptions** may apply for pre-cooked foods prepared at an approved facility (member homes) due to **limited oven/stove space** (specifically for Band Hall and OSCS large events).
- **Pre-packaged Meal Options:** If requested meals must be packed in containers that are ready to serve.

4. OSCS and Health Kitchen Usage

- Caterers **must** attend an **orientation session** on kitchen equipment operations before using the OSCS and Health Kitchens.

5. Communicable Diseases & Safe Service Options

To ensure health and safety, the following service options **may be requested**:

- **Individually Packed Meals:** All food, beverages, utensils, and condiments will be **pre-packaged** and laid out for self-serve.
- **Buffet Service:** Caterers may serve food to each attendee.

This agreement ensures transparency, consistency, and high-quality service across all catering events.

6. Submissions and Quotes

Pricing Guidelines

- **Small Group Catering (10-20 persons):** \$28.00 - \$32.00 per plate*
- **Medium Group Catering (21-40 persons):** \$28.00 - \$33.00 per plate*
- **Large Group Catering (41-100+ persons):** \$28.00 - \$36.00 per plate*

* Pricing per plate should be based on the meal being provided.

7. Catering Submissions & Quote Requirements

Caterers must include the following details in all catering quotes:

- **Menu Details** – A full description of the proposed menu.
- **Food Safety Certification** – Proof that all individuals handling food have valid **Food Safe Certification**.
- **Budget & Pricing** – A detailed breakdown of costs, including the menu and any supplies provided by the caterer (as outlined in the **Request for Caterers**).
- **Plan for Surplus Food** – A plan for distributing leftover food, such as offering it at the event, coordinating with Outreach, or donating to community members in need.

8. Submission & Review Process

- All catering quotes **must** be submitted to **Communications**, which will forward them to the relevant **Department and/or organization** for review.
- The final selection of caterers will be made by the **requesting Department or external organization** based on event needs. A scoring sheet may also be used (**Appendix C**)

9. Pricing Review

- Plate prices will be **reviewed annually** to reflect changes in the **cost of living and grocery prices**.

10. Roles and Responsibilities

Band Administration, Organizers, and Programs

- a) **PIB Catering Rotation List** – The **Communications Department** is responsible for maintaining and managing the catering rotation list.
- b) **Hiring of Caterers** – The selection of caterers is the responsibility of the **requesting party**, including Outside Organizations, PIB Departments, and the Communications Department. All departments and organizations **must** follow the **PIB Catering Policy** to ensure that all **band member caterers** are considered. A scoring sheet may also be used to choose a caterer (Appendix C)
- c) **Payment of Catering Contracts** – The Outside Organization, PIB Department Contact, or Communications Department that requested catering is responsible for ensuring timely payment to the caterer.
- d) **Facility Booking and Fees** – All requests for venue usage must be submitted through the **Communications Department, Payable to the Penticton Indian Band** via a **Facility Booking Application** (See **Appendix A**). The Communications Department should be contacted for the necessary form.
- e) **Venue Cleaning Supplies** – PIB venue sites must provide **approved cleaning supplies and equipment** to ensure proper cleanup after the event. This includes, but is not limited to:
 - Mop, broom, and buckets
 - Garbage cans and bags
 - Bleach and cleaning solutions
 - Towels and disposable cleaning cloths

Caterer Responsibilities

Caterers are expected to **arrive on time** and **fully prepared** for each job to ensure smooth operations and a high level of service for clients. **Punctuality and readiness** are essential for maintaining professionalism and delivering quality service

i) Food Safe Gear & Serving Ware – The caterer is responsible for providing all necessary **Food Safe gear**, including:

- Gloves and hairnets, when preparing and serving food
- Disposable plates, cups, napkins, utensils, take home containers and condiments
- Any additional items as specified in the **"Call for Caterer" Notice**

ii) Venue Cleanup – Responsibility for cleaning up the kitchen, food preparation areas, garbage disposal, and unused food is shared between the **caterer** and the **organization or PIB program that requested the catering**.

- The **event coordinator** must communicate with both the **venue site** and the **caterer** regarding access, cleanup, and any issues that arise.

iii) Pre-Event Venue Condition – If the **venue kitchen** is **unclean or unsanitary** before the caterer begins, the caterer must:

- Immediately **contact the Communications Department**
- Inform the **venue contact**
- Document any cleaning time and/or additional supplies needed to prepare the kitchen for safe food preparation

11. Caterer Bid Requirements

i) Accommodating Dietary Needs – Catering bids must address all bid requirements and demonstrate the ability to accommodate **food allergies and dietary preferences**, including:

- Vegetarian
- Vegan
- Gluten-free
- Sugar-free
- Dairy-free options

ii) Provision of Personnel & Equipment – The caterer must provide all necessary **personnel, equipment, and materials** for:

- Meal preparation and delivery
- Proper sanitary handwashing and dishwashing/rinsing stations
- Set-up and takedown of the eating area
- Timely cleanup after the event

iii) Leftover Food Distribution – The caterer must provide **appropriate containers** for the distribution of leftover food. Caterers must also sign liability form before food is handed out (**Appendix B**)

iv) Bid Proposal Format – All bids must be submitted in writing and include:

- **Total proposal amount** and **price per plate**
- **Proposed menu options**, including accommodations for dietary restrictions (gluten-free, vegetarian, dairy-free, etc.)
- Any other **special notes** related to service or meal preparation (See **Appendix D** for a sample quote)

v) Food Safe Certification – If a valid **Food Safe certificate** is **not already on file** with the **Communications Department**, a copy must be submitted with the bid proposal.

- Bids submitted **without** a valid Food Safe certificate will not be accepted.
- Caterers Food Helpers must also have valid Food Certification

vi) Contact Information – The caterer must provide:

- **Full name** or **business name**

- **Mailing address**
- **Phone number**
- **Email address (optional)**

This policy ensures that all caterers meet **food safety standards**, provide **high-quality service**, and adhere to the expectations set forth by **PIB and its affiliated organizations**.

12. Post-Event Venue Issues & Food Safety Protocol

i) **Reporting Venue Issues**

Any **issues related to the venue** following an event, including **damage, cleanup concerns, or health-related matters** (such as foodborne illness), **must be reported to the Communications Department—not PIB Administration**.

ii) **Understanding Foodborne Illness**

Foodborne illness occurs when contaminated food is consumed. Contaminants, also known as **hazards**, fall into three categories:

- **Biological Hazards** – Microorganisms such as viruses, bacteria, and parasites that cause illness.
- **Chemical Hazards** – Harmful substances such as pesticides, cleaning agents, or food additives.
- **Physical Hazards** – Foreign objects like glass, metal, or bone fragments found in food.

Common symptoms of foodborne illness include **stomach cramps, nausea, vomiting, diarrhea, and fever**. Severe cases may require hospitalization and can pose life-threatening risks, particularly for **high-risk individuals** such as pregnant women, young children, the elderly, and those with weakened immune systems.

iii) **Caterer Consequences for Foodborne Illness Reports**

If a **foodborne illness is linked to a specific caterer at an event**, the caterer will be **temporarily removed** from the **Catering Rotation List for three (3) months**. After this period, they may request to be reinstated and considered for future catering opportunities.

iv) **Catered Events Score Sheet**

To ensure consistent quality and continuous improvement in catering services provided to the Penticton Indian Band (PIB), all catered events will be evaluated using a **Catered Events Score Sheet**. **See Appendix F** The score sheet is intended to assess the performance of the caterer and overall satisfaction with the service provided. Feedback collected will be used for internal reporting, future planning, and as a reference for selecting caterers for future events.

13. PIB Employees Providing Catering Services

If a **PIB employee** wishes to submit a catering quote in response to a **Call for Caterers**, they are responsible for ensuring compliance with all **HR procedures** and guidelines.

Note: This section **does not** apply to **Programs/Departments** when food is provided **internally** by department staff and/or managers for their own department's activities.

14. Communicable Diseases or Other Health Related Precautions

To ensure food safety and compliance with health regulations, the following guidelines must be strictly followed:

a) **Food Handling & Service Requirements**

- The **caterer is responsible** for providing personnel to prepare and serve food, along with refrigeration, cooking, and serving equipment.
- **Plastic gloves must be worn** by all food servers.
- **Handwashing Protocol:**

- Wash hands for a minimum of **20 seconds** at the start of every shift, after breaks, before handling food or drinks, and after completing a task.
- **No barehanded contact with food**—use barriers such as tongs, paper, spoons, or gloves when preparing and serving food.
- If buffet service requires servers, it is the **caterer's responsibility** to coordinate personnel as needed.

b) Compliance with Health & Safety Regulations

- The caterer must strictly **adhere to all applicable health and safety regulations**, including **Health Food Inspection Safety standards**.
 - **Cold foods** must be stored in a **refrigerator/freezer** until ready to serve.
 - **Hot foods** must be kept at safe temperatures to prevent bacterial growth.
 - Prevent **cross-contamination** by ensuring proper storage and sanitization.
 - The **serving area must be kept clean and safe** at all times.

c) Communicable Diseases & Serious Illness Precautions

- Caterers must **stay informed** on **Communicable Diseases** and other serious illness-related updates, following **industry regulations and public health guidelines**.
- If a caterer **or anyone in their household** becomes ill with a **contagious illness**, they must:
 - **Immediately notify the PIB Health Department** to assess whether they can proceed with the job.
 - If deemed unfit to continue, the **next available caterer** on the list will be contacted to take over.
 - This precaution is especially critical for protecting **high-risk individuals** (e.g., pregnant women, children, the elderly, or those with weakened immune systems).

By following these guidelines, caterers help ensure a safe, professional, and health-conscious food service experience for all.

15. Payment Policy for PIB Programs/Departments to Community & Employee Caterers

- **Payment Issuance** – The **caterer submitting the quote** must be the same name under which **cheques/payments** will be issued. Payments will only be made for the specific **catering event**—**NO EXCEPTIONS**.
- **Payment Structure** – PIB follows a **50/50 payment system**:
 - **50% payment upfront** before the event.
 - **Remaining balance upon successful contract completion**.
- **Social Assistance Recipients** – It is the **responsibility of any Social Assistance recipient** to inform the **PIB Social Development Department** of any work related to PIB catering.
- **Payment Acknowledgment** – Caterers must **sign off upon receiving payment** to ensure proper documentation for **department budget reporting** (See **Appendix E**)

16. Catering Privacy Policy

The **Penticton Indian Band (PIB)** is committed to **protecting the privacy** of our caterers and maintaining the **confidentiality** of the events they serve. To uphold these standards:

- PIB does **not** disclose details of catering jobs, including but not limited to **event specifics, client information, menus, or pricing**, to **third parties, other caterers, or the public**.
- **All inquiries** regarding catering events must be directed to the **Communications Department**, which will handle them exclusively.

We appreciate your cooperation in respecting privacy and confidentiality.

17. PIB Administration Responsibility for Funerals & Emergencies

For **funerals** and **PIB community emergencies/events**, **PIB Administration** is responsible for providing:

- Plates
- Cups
- Utensils
- Napkins

18. PIB Departmental Compliance

To promote **transparency, consistency, and fairness**, each **PIB department** is encouraged to **follow the PIB Catering Policy** to ensure that all catering procedures are **fair and equitable**.

If a department **chooses not to follow the PIB Catering Policy**, they must:

- **Submit a formal written notice** to both the **Communications Department** and the **Band Administrator**, outlining the reason for the exception.

This process ensures **accountability** and proper **documentation** of any deviations from the PIB Catering Policy.

19. Catering Conduct & Cancellation Policy

To maintain a **professional and respectful work environment**, the following rules apply to all **caterers and their helpers**:

a) Punctuality & Preparedness

- If a caterer is **late or unprepared more than once**, they may **lose their turn** in the catering rotation.
- **Repeated incidents** may lead to further consequences, including **temporary suspension** from the rotation.

b) Cancellations

- If a caterer **must cancel** due to **illness or other valid reasons**, they will be placed back on the **rotation list for the next available job** of equal value.
- If a caterer cancels a job **three times without proper notification**, they will be **placed on hold for one month**.
- If cancellations **exceed three times**, the hold period **increases to three months**. However, caterers **may still submit bids** for community events and external organizations.

c) Professional Conduct

- **Aggressive, rude, or disrespectful behavior** toward staff or clients will result in a **one-month hold** from the catering rotation.
- **Repeated incidents** of unprofessional behavior (more than once) will result in **permanent removal** from the catering rotation and/or exclusion from future catering bids.

This policy ensures fairness, professionalism, and a positive experience for both staff and caterers

21. Policy Review & Updates

This **policy and procedure** will be **reviewed and revised, if necessary, on a bi-annual basis** to ensure it remains fair, current and effective.

Understanding food safety laws

As a caterer hired by the Penticton Indian Band and/or outside organizations, you need to be sure you comply with:

- Federal government food safety laws
- B.C. provincial food safety laws
- Local municipal legislation

FEDERAL AND PROVINCIAL LAWS

<https://www.foodsafety.ca/laws-requirements/by-location/british-columbia>

FOR MORE INFORMATION:

<https://www.foodsafety.ca/laws-requirements/by-location/british-columbia>

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_02028_01

<https://www.foodsafe.ca/resources.html>

APPENDIX A

PIB INTERNAL FACILITY USE AGREEMENT

(September 2023)

Note: *Orientation of the facilities maybe required, before permitted use. If you require catering, please fill out the catering form Appendix A*

*Date of Application: _____ ☐ Department ☐ Band Member

*Contact Name: _____

*Mailing Address: _____

*City: _____

*Province _____ Postal Code: _____

*Phone: _____ Alternate Phone: _____

Email (optional): _____

Signing authority for event (for PIB Departments): _____

*Have you ever rented a facility with PIB before?: ☐ Yes ☐ No

If yes, please provide the name and date of the event:

*Type of Event (Ex: gathering, workshop, meeting): _____

Event Information:

*Event Start (including opening up): _____

*Event Finish: _____

*Estimated Number of Guests: _____

*Tell us about your event (include activities, purpose, theme etc.):

All rentals will be subject to a deposit of 5% of the total rental fee which is to be paid at the time of the booking. No exceptions. Additional charges apply for cleaning. This applies for all PIB facilities!

FACILITY REQUEST

****Internal facility rental rates will be half off regular facility rental rates.**

☐ PIB Administration Boardroom, 841 Westhills Drive - \$12.50/hour

☐ PIB Community Hall \$30.00/hour

☐ Heritage Centre - \$12.50/hour

☐ PIB Ball Field - \$25.00/hour

☐ Snxastwiltxtn Health Community Room - \$25.00/hour

☐ OSCS Gym (See OSCS Rental Agreement)

☐ OSCS Field (See OSCS Rental Agreement)

☐ PIB Pit House - \$25.00/hr

Additional Equipment Charges (per event):

☐ Set up Tables & Chairs \$75.00

☐ **By clicking on the box, you agree to these extra costs** **Managers Initial:**_____

Additional Equipment Charges (per day):

☐ Zoom login Setup: \$15.00; ☐ Projector : \$75.00; ☐ Screen: \$50.00; ☐ Wireless Mics - \$25.00/each; ☐ Tabletop Microphones - \$25.00 each; ☐ Speakers - \$50.00; ☐ Amp/Mixer - \$75.00;

**For PIB Departments only, in lieu of equipment rentals, each PIB department will make contributions to IT Department, in the case equipment is broken, lost, or stolen then there will be a direct replacement/cost to the IT department.*

☐ **By clicking on the box, you agree to these extra costs.**

Manager Signature: _____

PENTICTON INDIAN BAND FACILITY RENTAL TERMS AND CONDITIONS

The Facility Rental Agreement must be signed by the renter and PIB Facility Management coordinator. Fees paid by the renter before the booking is considered active and before any PIB Facility is used.

The renter hereafter agrees;

1. To adhere to the terms of this agreement, failure to do so will result in immediate cancellation;
2. That all individuals on PIB Property will behave with civility, respecting the values of diversity, mutual respect and the quiet enjoyment of others;
3. To abide by all PIB laws, policies and regulations
4. To only use the facility for the purpose as stated in the rental agreement and no other;
5. That all activities listed for this booking are under the immediate supervision and control of a competent and trustworthy adult as named on the Agreement, who will be personally responsible for the facility and properties;
6. To inform all participants and other users connected to this Agreement of the terms, rules and regulations for using the facility and ensure that they remain within the confines of the facility rented;
7. That PIB is not responsible for loss, stolen or damages of any articles belonging to the renter or their guests;
8. To exercise the greatest care in the use of the facility and leave the premises clean and without damage;
9. Damage to any equipment or extra cleaning incurred to PIB facilities will be the responsibility of the renter;
10. To report damages to PIB Public Works;
11. The facility must not be altered in any way;
12. To not sublet any of the rights granted by this Agreement to any other person;
13. Space for the event is booked only for the times indicated. The renter will only have access to the rented facility during the rental times as indicated in this Agreement;
14. Alcohol and/or Drugs are NOT permitted within or on any PIB property and facilities.
15. PIB may at any time while the premises are occupied or used by the renter, enter the premises and inspect the premises and may make or cause to be made any alterations, repairs or additions which in its opinion it believes are necessary for the safety of persons or for use of the premises or preservation of the premises and PIB shall not be

- liable to the renter for any damage, direct or consequential, caused by such inspection or works undertaken by PIB;
16. The renter accepts and will use the facility at their own risk and shall assume all risks and hazards incidental to use the facility and agrees to release, absolve and save harmless and keep indemnified the PIB, employees and representatives from and against all claims, actions, costs, expenses and demands with respect to death, injury, loss or damage to personal property howsoever caused, arising out of or in connection with use of the facility notwithstanding that the same may have been contributed to, caused or occasioned by negligence of PIB, its employees or representatives
17. PIB has the right to manage and restrict use of PIB facilities at its discretion. Limitations on use of facilities will be for reasons of priority of use, safety and security of persons and facilities, or to comply with PIB policy.
18. Users of PIB Property must hold, at their own cost, and proof of this insurance must be submitted to Property Management prior to the commencement of the rental agreement. Failure to do so may result in cancellation of the rental agreement.
20. Cancellation must be received (in writing, in person, by phone or Email) 3 days prior to the event date. If a cancellation is not received within the required time the renter is responsible for the costs of service already performed, or contracted for, to prepare for the event. Such costs may be deducted from the damage deposit or charged directly to the rent.

☐ **By clicking on the box you have read and agree to all the terms and conditions of this agreement.**

OPTIONAL: CATERING REQUEST

If you require catering, please fill out the form below. All PIB cooks and caterers follow the PIB Catering Policy. PIB Events Coordinator will coordinate and fulfill your catering request and requirements. For any questions or concerns, you can email events@pib.ca or call (250) 493-0048 ext: 238

***Date of Request :** _____

Please select one or more of the following:

☐ Breakfast ☐ Lunch ☐ Dinner ☐ Snacks & Refreshments

***Location:** _____

***Time of Meal:** _____

***How Many People:** _____

*** Are there any Dietary/Allergy restrictions?** ☐ Yes ☐ No

If yes, please list them here: _____

Special Menu Request ☐ Yes ☐ No

Menu Request (specific meal Request): _____

:

APPENDIX B

CATERER FOOD LIABILITY WAIVER FORM

Organization Name: [Your Organization's Name]

Event Name: _____

Event Date: _____

Location: _____

I, as the Caterer, acknowledge that (members/attendees) to take food off-site from this event. I understand that once the food leaves the event premises, **[Your Organization's Name]** is not responsible for the handling, storage, or consumption of the food.

Furthermore, I acknowledge that the **caterer providing the food is solely responsible** for ensuring it is prepared and handled in accordance with food safety regulations. Any issues related to foodborne illness, allergic reactions, or other health-related concerns resulting from the consumption of this food are the responsibility of the caterer, not **[Your Organization's Name]**.

By signing this waiver, I accept full responsibility for the food once it is removed from the event premises.

Acknowledgment & Agreement

Name (Print): _____

Signature: _____

Date: _____

Caterer's Name: _____

Caterer's Signature: _____

Date: _____

APPENDIX C

CATERING SELECTION SCORING SHEET

Caterer Name: _____ Event: _____

Reviewer Name: _____

Criteria	Points Available	Points Awarded
Previous Event Food Quality & Presentation	20	
- Taste, freshness, and overall quality of food		
- Presentation and visual appeal of dishes		
Current Menu Options & Customization	15	
- Variety of menu choices available		
- Ability to accommodate dietary restrictions (e.g., vegetarian, gluten-free)		
Food Safety & Certifications	15	
- Proof of valid Food Safe Certification		
- Compliance with health and safety procedures		
Experience & Reputation	15	
- Experience catering similar events		
- Positive reviews or references from previous events		
Timeliness & Professionalism	15	
- Punctuality and reliability for past events		
- Professionalism and attitude of staff and helpers		
-		
Budget & Pricing	10	
- Reasonable price per plate for services provided		
- Transparent pricing		
Additional Services & Flexibility	10	
- Willingness to adjust to event needs and last-minute changes		
- Ability to provide additional services (e.g., setup, cleanup)		
TOTAL SCORE	100	
Final Comments:		

Recommended for Selection? ☐ Yes ☐ No

APPENDIX D

EXAMPLE CATERING QUOTE SUBMISSION

“SAMPLE” CATERING QUOTE

Betty Crocker
123 Wolves Grove Rd
 Anywhere BC
 Phone: (250) 555-1111
 Bettycooks@email.com

Date: DATE OF QUOTE

NAME OF EVENT: _____
 DATE OF EVENT: _____

Submit payment to :
 Betty Crocker

Date	Description		
February 28, 2030	NAME OF EVENT – PIB STAFF DINNER	PRICE	TOTAL
February 30, 2030	Location: PIB Community Hall Number of Guests: 50 <u>MENU EXAMPLE</u> <u>MAIN MEAL</u> Deer Stew Caesar Salad Veggies <u>DESSERT</u> Cake and Cookies <u>REFRESHMENTS</u> Water, Pop, Coffee <i>Condiments, Cutlery, Napkins, Plates, Cups and Take out Containers will be provided</i> <i>Clean up and removal of food is also included</i>	Price Per plate x No. Ppl 50p x \$28.00pp	BID TOTAL \$1400.00
		Total	\$1400.00

Other:

Please make cheque payable to Name of Caterer. 50% is due upon 2 days before the event and the remaining payment is due on the day of the event.

Thank you
Name of Caterer

APPENDIX E

CATERER RECEIPT OF PAYMENT



Penticton Indian Band Communications
 841 Westhills Drive
 Penticton BC V2A 0E8
 (250) 493-0048

COORDINATED BY: Lesley Gabriel, Communications
 Manager

Date: July 29, 2028

Payment made by cheque to: [Betty Crocker](mailto:bettycooks@email.com) or E-transfer to
bettycooks@email.com For Monday July 29, 2028

Payment made out to Betty Crocker
 bettycooks@email.com
 Phone: (250) 555-111

Date	Description	Price	Total
July 29, 2028	July 30, 2028 C&C Lunch		
	Location: PIB Boardroom Dinner Menu: Indian Tacos Dessert: Watermelon Desserts Drinks: Juice, Water Additional Notes: • Please Have OSCS Kitchen Available At least 2 Hours Before Service • Caterer Has Upto Date Food Safe • Price Includes Dinnerware & Condiments • Caterer Will Provide Take-Home Containers • Caterer Will Clean Food Service Area After Meal	\$28.00 x 20 meals	\$ 560.00
	Cheque was made Payable or etransfer to : Betty Crocker	Total	\$560.00

July 29, 2028 1st Payment = \$280.00 Received by: **CATERER MUST SIGN HERE**

July 29, 2028 2nd Payment = \$280.00 Received by: **CATERER MUST SIGN HERE**

APPENDIX F

Catered Event Score Sheet

Event Name: _____

Event Date: _____

Location: _____

Reviewer Name: _____

Rating System:

1	2	3	4	5
Not Very Good	Not Good	OK	Good	Very Good

1. Food Quality

Criteria	Rating (1–5)	Comments
Taste & Flavor		
Food Temperature (Hot/Cold)		
Portion Size		
Freshness		
Presentation/Appearance		

2. Service & Timeliness

Criteria	Rating (1–5)	Comments
On-Time Setup & Delivery		
Caterer Friendliness		
Service Speed		
Clean-up and Teardown		

3. Cleanliness & Safety

Criteria	Rating (1–5)	Comments
Food Handling Practices		
Serving Area Cleanliness		
PPE / Hygiene Measures		

4. Communication & Coordination

Criteria	Rating (1–5)	Comments
Pre-Event Communication		
Ability to Adapt to Changes		
Friendliness & Attitude		

5. Overall Satisfaction

Criteria	Rating (1–5)	Comments
Overall Experience		
Would You Recommend? (Yes/No)	Yes /No	

Additional Notes / Suggestions:
