

**Caterer Guidelines**  
**Addendum to the Padua Hills Theatre Agreement**  
**Community Use License Agreement**  
**2025 Event Year**

Third party caterers “hereafter Caterer(s)” are allowed at Padua Hills Theatre for Community Events but must adhere to all facility rules and regulations and following the below guidelines.

Please note that Caterers do not have access to any kitchen or food prep facility on site at Padua. Padua does not rent or loan any kitchen or catering equipment to Caterers. This includes access to ice.

Caterer must provide evidence of insurance, permits, and must sign a Vendor Indemnity Agreement.

Caterer will have access to a single source of potable water and limited power. There are no trash cans available on site, events must provide trash receptacles. **Please bring your own trash receptacles and liners. Receptacles are available for use with a deposit from the City of Claremont Community Services Department at (909) 399-5431.**

There are two locations to plug electrical devices into: one is the floor outlets in the stage area of the theatre and the other is on the rear of the garage. An extension cord will be needed by Caterer at either location and Caterers must bring their own extension cord. There is no electrical power directly at the staging area. In most buffet and food service areas, there are electrical outlets available; however any extension cords must be provided by Caterer.

Access to a single hose bib is provided within the janitorial closet in the bathroom hallway. Please note there is no location to wash or rinse equipment, utensils, or dishes. All dirty dishes must be cleaned off site.

Caterer may park and stage their equipment anywhere along the gravel pathway on the north side of the buildings. It is recommended not to park or stage where visible by patrons located in the plaza.

Caterer may also utilize the loading zones and the parking facilities on site and must adhere to the time restrictions and parking policies. No Catering vehicle is allowed to park more than 20 minutes in the Loading Zone.

Caterer must set up and break down within the allotted community use event time. There can be no advance deliveries, storage, or set-up prior to the designated set-up time.

Staff may use any of the public restrooms on site. Certain restrooms may be locked before event time and in said case Padua will designate which restrooms are available for Staff.

There can be no open flame cooking on the premises in any location.