



Australian Technology Park Precinct Management Limited

Caterer criteria

Australian Technology Park Precinct Management Limited (“**ATP**”) has set minimum standards and criteria for the provision of catering services by caterers at the Australian Technology Park (“**the Park**”).

ATP has a liquor licence in relation to venue spaces at the Park and Caterers must acknowledge and agree to comply with that liquor licence whenever they are engaged to cater for a function at the Park.

To be considered by ATP as a caterer that is approved to provide catering service at the Park a caterer must meet, and provide documentary support in relation to the following requirements and standards:

1. Current Gold licence from Restaurant & Catering NSW (provide copy of gold licence);
Gold Licensed Caterers
Gold License accreditation establishes minimum standards for caterers in the areas of hygiene in food preparation, the quality of cooking personnel and management,
2. Current liquor licence (provide copy of liquor licence);
3. Current Public liability insurance policy for \$20million and Current Workers Compensation insurance policy (provide certificate of currency);
4. Confirmation that all waitstaff / serving staff are RSA trained and provision of certificates on request;
5. Current Occupational Health and Safety Policy in compliance with the Occupational Health & Safety Act 200 and the Occupational Health and Safety Regulation 2001 (NSW) (provide copy);
6. Food Handling Policy (provide copy);



Catering capacity, maximum number of people and minimum numbers the caterer is able to cater for. If the number varies according to the type of function then please specify the different types of functions.

7. Ability to meet minimum waitstaff ratios as follows:

Cocktails/Bufets/Coffee Breaks	1:30
Sit down dinners/Lunches	1:20

8. Details of events at which the Caterer provided catering services over the last 12 months including number of events, venues at which catering services provided, number of guests catered for;

9. Confirmation that the Caterer will be able to meet the ATP's terms and conditions for the provision of catering services at the Park;

10. The name and contact details of the primary contact person onsite (Supervisor) for the Caterer.

11. The name and contact details of the Supervisors proposed to supervise the functions and the qualifications and experience of each Supervisor;

12. The names of the agencies used for waitstaff and other staff;

13. Copies of the Caterer's most current sample menus and arrangement of a tasting if requested by ATP;

14. References from clients and venue operators; and,

15. Copies of financial records (including profit and loss statement and assets and liabilities) for the last three (3) financial years.