

**\*\*\*\*\*Separate Application Required for Each Caterer's Event Permit Date – No Automatically Reoccurring Events\*\*\*\*\***

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**APPLICATION FOR  
WILLIAMSON COUNTY EXPOSITION CENTER  
CATERER'S EVENT PERMIT**

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**All applications must be submitted to Expo Center staff at least ten (10) business days before the event permit date. All applications must be approved before being scheduled. Please submit the application through the General Manager, 210 NW Carlos G. Parker Blvd., Taylor, TX 76574 or submit via email to at [expo@wilco.org](mailto:expo@wilco.org).**

Williamson County can only provide reservations for the space within the boundaries of the county-owned facility, and such permitted activity must abide by county policies.

**Purpose:** The purpose of the caterer's permit is so that the Expo Center staff can help ensure caterer's understanding of County expectations.

**Scope:** A catering permit will be required for a vendor to bring outside food and/or beverage (including alcohol) for a scheduled event. The permit will be requested by the caterer. For legal compliance questions involving food service, please contact the Williamson County and Cities Health District at **(512) 943-3600** for regulations and requirements.

**Alcohol:** Alcohol must be provided by an Approved Alcohol Caterer with adequate liquor liability insurance coverage confirmed and submitted as required below. The Licensee must provide security for any event serving or selling alcohol. Guests attending events are never allowed to bring alcohol into the event. "Bring your own bottle" is prohibited in all parts of the facility for any event. All alcohol sales and service must be stopped at a minimum of 30 minutes prior to the scheduled end of the event but may be shut off sooner if deemed necessary by Expo Center staff, Licensee, law enforcement or other authorized representative.

If alcohol is to be SERVED or SOLD in any Williamson County Exposition Center facility for a scheduled event the following requirements must be met:

- Approved Alcohol Caterer must comply with all Texas Alcoholic Beverage Commission statutes including “Texas Alcoholic Beverage Commission Temporary Licenses Permit” (Chapter 72 of the State of Texas Alcoholic Beverage Commission Laws) when applicable.
- Approved Alcohol Caterer must provide certificate of insurance including liquor liability as described in the insurance section herein.
- Approved Alcohol Caterer must provide security plan to Expo Center Staff for final approval a minimum of 30 days prior to scheduled event.

**Alcohol Insurance:** Proof of current comprehensive liquor liability insurance is required for all events at the Williamson County Exposition Center serving or selling alcohol. A one million dollars (\$1,000,000.00) with a two million dollars (\$2,000,000.00) aggregate comprehensive liquor liability insurance for bodily injury or death is required. The policy must name, Williamson County as a certificate holder and additionally insured. The policy must be effective during the times as stated on the Agreement, including move-in and move-out dates. The policy must list the dates (including move-in/move-out) and name of the event under description of operations.

**Alcohol Signage and Permit:** The alcohol caterer is responsible for all signage to be posted according to the TABC regulations. The caterer must also provide the Williamson County Exposition Center with a copy of the Texas Alcoholic Beverage Commission Temporary Licenses Permit before the move in of any alcohol beverages.

**Catering Prep and Tables:** The caterer will be able to use the catering preparation area if needed as part of the approved permit. The Williamson County Expo Center will supply up to four (4) eight (8) foot-long rectangle tables for serving as part of the approved permit.

**Glass Containers:** Glass drinking containers are not permitted in any Williamson County Exposition Center facility or parking lots, with the exception of individual beverage glasses confined to the Expo Hall rooms only. No glassware of any kind is allowed in the Arena, Covered Expo, or Parking Lot.

Date of Submission: \_\_\_\_\_ Event Permit Date: \_\_\_\_\_

Organization Planning Event: \_\_\_\_\_

Caterer for Event Permit: \_\_\_\_\_

Address of Caterer: \_\_\_\_\_

Contact Person for Caterer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Requested Permit:

- ☐ Food and Beverage (non-alcohol)
- ☐ Food and Beverage (alcohol)
- ☐ Beverage (alcohol)

Catering Menu: \_\_\_\_\_

Beverage Menu: \_\_\_\_\_

Time Caterer's Permit Starts: \_\_\_\_\_ Time Caterer's Permit Ends: \_\_\_\_\_

Number of guests to be served: \_\_\_\_\_ Caterer's Event Permit Cost: \_\_\_\_\_

**Cost: Rates for obtaining a catering permit for the Expo Center.**

Food and Beverage (non-alcohol)

- ☐ 25-150      Guest = \$100
- ☐ 151-300      Guest = \$200
- ☐ 301-500      Guest = \$300
- ☐ 501-750      Guest = \$400
- ☐ 751-1000      Guest = \$500

Beverage (alcohol)

- ☐ 25-150      Guest = \$100
- ☐ 151-300      Guest = \$200
- ☐ 301-500      Guest = \$300
- ☐ 501-750      Guest = \$400
- ☐ 751-1000      Guest = \$500

Food and Beverage (alcohol)

- ☐ 25-150      Guest = \$200
- ☐ 151-300      Guest = \$400
- ☐ 301-500      Guest = \$600
- ☐ 501-750      Guest = \$800
- ☐ 751-1000      Guest = \$1000

If a Central Preparation Facility (CPF) is used for any part of the preparation of food for the event provide the following information:

CPF Name: \_\_\_\_\_

Permit #: \_\_\_\_\_ Permit expiration date \_\_\_\_\_

Address: \_\_\_\_\_

If the food being sold and/or sampled is produced under a Manufactured Foods Permit issued by the Texas Department of State Health Services, a copy of that permit must be on site at each event.

All food and drink must be dispensed from a covered or "roofed" serving station. All equipment used for heating foods must remain covered and opened only as required for service.

Grills or other cooking equipment, placed outside of the covered food prep area, must have a lid or other durable cover. No food prep or service can be conducted on an uncovered surface or cooking unit.

List ALL food and drinks to be prepared, cooked, held under temperature control, and/or served (No part of food preparation or storage may take place in a home/unpermitted facility)

**\*Please indicate where each step will take place, TFE (on-site) or CPF.**

Item	Thaw	Cut/Wash	Cook	Temp Control	Reheat	Pre-Package

TCS foods requiring hot or cold hold will be transported to ensure proper temperature control

\_\_\_\_\_ in ice chest(s) with cold packs and thermometer (41°F)

\_\_\_\_\_ in ice chest(s) with hot pack and thermometer (135°F)

\_\_\_\_\_ if other, describe: \_\_\_\_\_

The following foods will be purchased at an approved facility for preparation on site (circle all that apply):

_____ Beef	Raw / Precooked	Purchased from? _____
_____ Chicken	Raw / Precooked	Purchased from? _____
_____ Fish	Raw / Precooked	Purchased from? _____

If baked goods are to be sold, where were they prepared or purchased? \_\_\_\_\_  
\_\_\_\_\_

Will drinks be served (check one): \_\_\_\_\_ in cups with ice    \_\_\_\_\_ in original containers

Describe the location and set-up for **washing/rinsing/sanitizing of utensils**: \_\_\_\_\_  
\_\_\_\_\_

I have read and understand the conditions of this permit application.

\_\_\_\_\_  
Applicant / Representative Signature

\_\_\_\_\_  
Date

**Special Requests:**

\_\_\_\_\_  
\_\_\_\_\_

**Reservation Procedures and General Policies:**

- a) Reservations for Caterer's Event Permit use of the County Expo facility will be reviewed on a first come – first served basis.
- b) No single group or individual will be given preference or priority so that the Expo Facility is made available to serve the needs of as many different groups as possible. Equal access shall be given to all groups and individuals applying, and no group or individual shall be denied access because of considerations of race, sex, religious or political persuasion, or because of the political, religious, or social aims expressed by an individual or group, or by any group's members.

- c) The frequency with which one group may utilize the Expo facility for a Caterer's Event Permit is at the discretion of Williamson County.
- d) Williamson County retains the right to refuse requests for use space or to cancel reservations before or while they are in effect if these policies are not complied with, or if the space requested is needed for governmental functions. The County further reserves the right to mandate set-back lines for a designated space usage and also reserves the right to set reasonable time limits on any permit request.
- e) Williamson County reserves the right to mandate proof of event insurance coverage, payment of any clean-up costs, adequate security measures, or other reasonable requirements to protect the public health and safety.
- g) Applicants must sign an indemnification and event permit agreement in exchange for the permit.
- h) Permission to use the public facility for a Caterer's Event Permit shall not, in any way, constitute an endorsement of the group or individual, or their policies and activities.
- i) Williamson County retains the right to amend the requirements and policies for event use of a county owned facility at any time, or by any group.

## **For Expo Center Use Only:**

**Other Caterer's Event Permits scheduled at same location on date of event: yes / no**

**If so, what events are scheduled:**

1.) \_\_\_\_\_

2.) \_\_\_\_\_

☐ **Approved for the following date(s) and times:**

\_\_\_\_\_

☐ **Denied based on following:**

\_\_\_\_\_

Date Reviewed: \_\_\_\_\_

\_\_\_\_\_  
Authorized County Representative

