

*Royal*  
PARAGON HALL

**RULES & REGULATIONS FOR CATERERS**

1. Arrangement of banquet area and all equipment must be prepared by the Caterer or Organizer.
2. The confirmed list of food items & beverages with alcohol & non-alcohol must be verified by the Operations Department **at least seven (7) days prior to the move-in day.**
3. Catering service staff must wear a proper uniform. (Female: strictly wear a hair in bun with net, knee length dress or skirt only / Male: strictly shave off a mustache and beard, stylist business casual) and perform in appropriate manners.
4. If Liquefied Petroleum Gas (LPG), hot oil or electrical appliances is needed to use in the event area, these equipment must be approved by the Operations Department **at least fourteen (14) days prior to the event date.** In addition, the fireman must be hired from Royal Paragon Hall at the Organizer's expense.
5. Allowed Liquefied Petroleum Gas (LPG) in the service area must have **weight not over 15 kilograms** with properly safety valve. Moreover, the Liquefied Petroleum Gas (LPG) which not be using at that time must not be placed in the same area.
6. Liquefied Petroleum Gas (LPG) with safety valve is allowed to be used at the pantry only.
7. Only electrical appliances or hot oil is allowed in the event area.
8. Electricity and lighting wiring for cooking are prepared by the caterer. If need Royal Paragon hall to provide the installation, Organizer will be responsible for the additional charge and must inform the Royal Paragon hall **at least three (3) days prior to the event date.**
9. Moving ,Installation or Dismantling of Royal Paragon Hall's tables , chairs and chair cover are responsible to the Caterer and must return to Royal Paragon Hall with original condition at the end of the events.
10. Any damages incurred in the service area such as event area , pantry , preparation area , table utensils ,chair and all of Royal Paragon Hall 's assets will be charged from the Caterer or Organizer with the damage estimation from Royal Paragon Hall.
11. The Organizer or Caterer must clean up the food & beverage service area such as pantry, preparation area, kitchen, table utensils and return the service area and all equipment properly.
12. In the situation that conflagration occurred from cooking in the event venue, the Organizer or Caterer will be immediately imposed a fine at **Baht 200,000.00.**
13. Except for some certain circumstances, Royal Paragon Hall will especially consider them case by case.

**Acknowledged by**

Event Name..... Event's Date.....

Organizer/Official Caterer.....

Contact Person..... Tel.....