



EXPLORATION PLACE

Dear Food Service Provider,

Exploration Place has a Preferred Catering Policy for food and beverage services provided during private rental events at our facility.

This policy is designed to offer our clients a selection of food and beverage providers who are familiar with Exploration Place's spaces, policies, and operational procedures. Vendors listed as preferred caterers are eligible to provide services for private events hosted at Exploration Place.

If you would like to be considered or continue as a preferred caterer, please complete the attached Preferred Vendor Agreement and provide a current certificate of liability insurance. A signed agreement is required to operate as a vendor at Exploration Place.

As part of this policy, preferred food and beverage vendors are required to remit a 10% fee to Exploration Place based on gross food and beverage sales, excluding sales tax and gratuity, for all events held on our property. This fee may not be listed as a separate line item on a client quote or invoice. Payment, along with a copy of the final invoice provided to the client, is due within 14 days following the date of the event. Exceptions may be granted at the discretion of Exploration Place.

Please review the attached agreement carefully, as vendors are expected to be aware of and adhere to this policy when bidding and contracting events hosted at Exploration Place.

If you have any questions, feel free to reach out. We appreciate your partnership and look forward to continuing to work together.

Carissa Loerke
Hospitality Sales Manager
Exploration Place
316-660-0609
eventrentals@exploration.org

March 1, 2026 | Subject to change



Date: _____

Company Name: _____

Address: _____

City: _____ **State:** ____ **Zip:** _____

Telephone Number: _____

Contact Person: _____

Phone: _____ **Email:** _____

Food Establishment License Number: _____

Expiration Date: _____

Alcohol License Number (If Applicable): _____

Expiration Date: _____

Liability Insurance Yes ____ No ____

Expiration Date: _____

Do you require food handler's permits for wait staff? Yes ____ No ____

- Please allow 10 business days for approval.
- You will receive a confirmation email upon approval.
- By signing this agreement, you agree to pay 10% of net sales to Exploration Place for food and beverage sales within 30 days from event date.

Please attach a copy of your certificate of liability insurance naming Exploration Place as certificate holder.

Signature: _____

Date: _____