



P.O. Box 4173
 175 East Main Street
 Meriden, CT 06450
 phone: 203.639.2856
 fax: 203.630.4263
 email: accc@ci.meriden.ct.us
www.curtisculturalcenter.org



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June 27th, 2011

Dear Catering Partners:

The Augusta Curtis Cultural Center has recently had a number of requests from various caterers to be included on our list of approved caterers and to be put on our website, so we have come up with the following:

- 1. Anyone wishing to cater at our facility must be a Corporate Member of the Center at \$100 per year (paid annually in July), and must participate in our Annual Auction with either a donation of food for preview reception, an ad in the catalog, or an auction item.*
- 2. If you choose to be a member and would like to be included on our web-site there will be an additional yearly fee of \$25. Listing will include Name, Phone, Web-site /e-mail address, and price range/type of catering.*
- 3. All caterers must provide a certificate of insurance, food handling license for our files, and if you have not catered at the Center in the past 5 years we will require 2 reference letters from other facilities you have catered for.*

If you are interested in catering at the Center please fill out the enclosed corporate application and provide information for the web-site. Make checks payable to the ACCC. Thank you for your consideration and we hope to be working with your group in the future. If you have any questions or would like more information, please don't hesitate to give us a call or e-mail.

Looking forward to working with you!

Staci M. Roy

Executive Director