



Event Services at New College Institute

Approved Vendor Application

Thank you for your interest in joining New College Institute’s approved vendor directory. **Please read through the following guidelines carefully—by signing, you agree to comply with the rules set by New College Institute and New College Foundation for the use of our facility.** In exchange, we will list your contact information on our website so renters can seek out your services for events hosted at NCI. Your listing can be found here: <http://www.newcollegeinstitute.org/preferred-vendors>

Please submit the following documents to Becky McKinney, NCI Coordinator of Corporate and Community Events, by email (rmckinney@newcollegeinstitute.org) or fax (276-403-5604).

Caterers must provide:

- Copy of Current Business License
- Certificate of Liability Insurance Coverage (naming New College Institute as an “Additional Insured”)
- Copy of Current Health Permit
- Off-premise ABC License (only if you plan to serve alcohol)

All other vendors must provide:

- Copy of Current Business License
- Proof of Liability Insurance Coverage

Vendor Name: _____

Physical Address: _____

Mailing Address (if different): _____

Contact Person: _____

Phone: (____) _____ **Alternate Phone:** (____) _____

Email: _____

Website: _____

Select Vendor Category:

- Food Services Entertainment Photography Florist/Event Décor
- Event Rentals (linens, china, etc.)

Caterers: Off-premise ABC License? Yes _____ No _____

I have read and agree to abide by the Vendor Guidelines when using NCI/NCF event spaces.

Signature: _____

Print Name: _____

Date: _____





Vendor Guidelines for New College Institute

All Vendors

1. Any deliveries (food, supplies, décor) must be coordinated ahead of time with Event Coordinator to ensure that there is space and availability to store your items. Items should be picked up immediately following an event, so the space is clear for the next event.
2. Driving on the plaza is never allowed without prior approval from Event Coordinator. If approved, vehicles should never park for an extended time on the plaza—it should only be used for loading/unloading.
3. NCF does not provide any disposable products for your event. This includes, but is not limited to, flip charts, pens, markers, paper products, dish soap, and table linens. Please bring your own supplies.
4. Access to the second and third floors is not allowed, unless guests are entering through the Fayette Street (second floor) entrance during normal business hours (8:00am—5:00pm). Vendors may use this entrance to load heavy items onto the elevator with prior approval by Event Coordinator or Security staff.
5. Smoking is not allowed in or near the building. Ashtrays are provided at the parking lot entrance for smokers.
6. Tables and chairs will be in place when you arrive. If you feel you need to adjust the arrangement, please ask the Event Coordinator. Do not rearrange furniture without prior approval.

Catering Kitchen Checklist

1. Caterers should clean the kitchen after an event, leaving it in the same condition as when they arrived. Kitchen floors should be mopped with cleaner provided.
2. Caterers are responsible for removing any leftover food from the meeting room and warming kitchen. No food should be left in the refrigerators or warmers!
3. Dishwasher should be turned off and trays rinsed of any food debris.
4. Do not leave ice scoops inside the ice machine. Ice will refill automatically and can bury the scoops.
5. All warmers should be turned off.
6. Carts and rolling prep tables should be returned to the kitchen area.

For more information, please contact Becky McKinney,
NCI Coordinator of Corporate and Community Events at
rmckinney@newcollegeinstitute.org or (276) 403-5660.



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