



## Memorandum of Understanding Chef/Restaurant and the Massachusetts Avenue Project

### Purpose

This Memorandum of Understanding (MOU) establishes an agreement between \_\_\_\_\_ and the Massachusetts Avenue Project (MAP). This agreement is effective when signed by both parties and will expire on August 25, 2024.

### Goal of event and partnership:

'Raising the Roots' is a food and education-based fundraising event hosted by and for Massachusetts Avenue Project (MAP) on **Saturday, August 24th, from 12pm - 4pm**. Join fellow chefs and beverage purveyors who will be dishing out harvest-inspired morsels using fresh, locally-sourced ingredients, as well as paired locally produced/sourced beverages.

**All food and beverage partners will be viewed as sponsors of the event, and promoted as such.**

\_\_\_\_\_ agrees to the following:

- **By July 8th: Provide your logo and a short description** of your culinary background and/or restaurant background as soon as possible for event marketing purposes (*the logo and description you provide will be used on posters, flyers, newsletters, online social media, etc*).
- **By August 5th: Place your produce order.** Each participant will choose seasonal fruit, vegetables and/or herbs to highlight in their menu item. MAP will provide as much seasonal produce necessary for 200 bite-sized tastes. The remaining ingredients will be sourced by and at the cost of the participant.
- **By August 9th: Submit a Certificate of Insurance**, listing "Massachusetts Avenue Project" as additionally insured.
- **By August 9th: Submit your menu item with a description.** MAP will print a sign for your table including your logo, menu item and description. Please indicate whether your dish is any of the following: vegetarian, vegan, gluten free, contains nuts, contains peanuts.
- **By August 19th-23rd: Pick up your produce at MAP.** MAP Markets Director, Karine Amato will order your produce from local farmers and you can pick it up between these dates.
- **On August 24th you agree to:**
  - Be set up for the event by 11:30 AM and stay until the end of the event at 4pm.
  - Provide ready to serve food for guests. This is at the cost of the participant, and built into your partnership and sponsorship of the event, with the exception of the seasonal vegetables, fruits, or herbs selected to be provided by MAP.
  - All food served will include locally harvested produce sourced by MAP.
  - Interact with guests and talk about why you source local ingredients.
  - Bring all necessary equipment, serving utensils, promotional materials for your table.

**MAP Agrees to the following:**

- MAP will source and provide seasonal vegetables, fruits or herbs as possible, at no cost to each participant.
- MAP will provide, to the best of our ability, an approximate headcount within one week of the event.
- MAP will print signs for each station that feature your business name, logo, menu item, and the farm(s) you made your food from.
- MAP will coordinate with each participant with regards to station needs (i.e. access to electricity, need a table, need a tent, etc).
- MAP provides all plates, cups, and eating utensils necessary for food enjoyment.
- MAP works to market partnering food/beverage providers participation in Raising the Roots, through print material, press release, E-Newsletter, and social media posts.
- MAP has fire extinguishers on every floor, and will ensure participants are aware of their locations prior to event start time.

**Massachusetts Avenue Project**

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_