

# CATERER RESPONSIBILITIES

*St. Francis Hall requires that clients select their caterer from our list of required caterers located on our website. With approval, clients may use an alternate caterer if they also use one of our approved staffing companies. It is the client's responsibility to ensure that their caterer is familiar with the following rules and guidelines. Client acknowledges that the caterer's failure to follow these guidelines will result in money being deducted from the client's security deposit.*

1. Caterer must check in with the Hall supervisor at the time of arrival and departure.
2. St. Francis Hall staff will have the requested number of tables and chairs (and any previously arranged rental items) stacked in the Hall at the contracted start time. It is the caterer's responsibility to set up these items to the client's specifications. Caterer must take care not to damage these items or the floor during set up.
3. The kitchen is for warming food only. Food items must be prepared and cooked off premises.
4. Caterer must remove all food and containers from the refrigerators and tabletops. The caterer must bring their own cleaning supplies.
5. Tables and chairs must be lifted and not drug on the wood floor.
6. Caterer may not dump grease or food into the sink as the Hall does not have a garbage disposal. Caterer should bring containers to dispose of grease before placing it in the trashcans.
7. Caterer must thoroughly wipe down the preparation tables, sinks, inside and outside of the refrigerators, serving areas, portable bars, guest tables, etc.
8. Caterer must sweep and mop kitchen, serving areas and guest seating areas with clean clear water. (mop provided)
9. Caterer must remove all trash from kitchen, serving areas, terrace, balcony and guest seating tables
10. Caterer must remove and dispose of all trash in the dumpster located behind the Hall. Please do not leave trash around the base of the dumpster.
11. The serving of alcohol to minors is strictly prohibited. Caterer/Bartenders are responsible for ensuring no one under age of 21 is served alcohol. If minors are served, the event will be shut down and the authorities will be notified.
12. St. Francis Hall will not be held responsible for items left behind.
13. Hall should be left in same condition in which it was given to you.
14. All outside equipment must have rubber protectors to protect flooring.
15. Video cameras are recording at all times and footage will be used to investigate discrepancies.