



# *Catering Expectations*

- Catering and Food Service: All caterers contracted and/or used by clients must be full service and fully insured per venue Insurance Requirements. All catering companies must be on the preferred list and/or approved by the landlord ninety (90) days prior to the date of the scheduled event and the following shall apply:
  - Caterer Responsibilities: Caterers are responsible for all food preparation, catering materials brought into the venue, all busing during and after the event, and breakdown of tables and chairs following the event if requested. All catering supplies and equipment must be removed from the venue immediately following the event. In the case of rental or other storage needs, please contact the venue well in advance for options.
  - Venue Use: Caterers must notify the venue of intent to utilize any of the refrigeration, freezers, heated and non-heated proofing cabinets, sinks, counter spaces, and any other prep kitchen appliances prior to use. On site deep frying, cooking, and grilling is strictly prohibited without advance permission of the venue.
  - Server Requirements: There must be at least one (1) server per one hundred expected guests, employed by the hired caterer who shall assist in the clean-up and maintenance of said catering for the duration of the event..
  - Trash Removal: All catering, bar & event trash must be bussed, trash must be removed and taken away or deposited in the provided dumpster.
  - Clean-up and Check-out: The prep kitchen must be swept and mopped, all used appliances, sinks, and counter spaces must be cleaned, and the catering lead must check out with the venue management before leaving.
- It is expected that Caterers and Catering Staff maintain professional behavior and appearance, cleanliness, and clear and open communication with the venue to ensure all logistical needs are met, such as access to prep kitchen facility, loading zones, power sources.
- Caterers must be flexible and adaptable, being prepared to handle unexpected situations, such as guest count changes or last minute timing or location adjustments in the event plan.
- Caterers should bring any necessary supplies needed for service and follow strict food safety protocols, including proper storage, temperature control and handling procedures.
- Caterer is responsible for setting up food stations, buffet lines, bar service (if applicable), and serving-ware within designated areas, and efficiently cleanup after the event, based on the approved floor plans.
- Any alcoholic beverage service provided by the caterer must be served by a TABC licensed bartender. Service must stop one hour prior to the event ending.



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- Caterers may unload at the catering entrance, but must park in the parking lot once unloaded. (There is a separate catering entrance with a hallway to the kitchen, storage room, and lockers).
- Make every effort to avoid any damage to the venue's property.
- For outdoor catering, such as food trucks or BBQ smokers, being able to manage the impacts of any weather and/or wind conditions.

## **Prep Kitchen Amenities**

- Four Stainless Steel Prep Tables
- Refrigerator
- Deep Freezer
- Microwave
- Double Sink (NOTE: It does not have a grease trap and cannot be used for rinsing or washing plates/utensils or food disposal)
- Two (2) insulated food warmers

## **Alcoholic Beverages**

All alcoholic beverages brought into the venue for the event, shall be served by a Texas Alcoholic Beverage Commission (TABC) certified and insured server and must be approved by the venue.

- Permit, License and Liability Requirements: All applicable permits, licenses, and liability insurance are to be current and documented by the caterer or server in accordance with the Insurance Requirements.
- Alcohol Use Restrictions: Vendors and professionals hired to perform tasks associated with the event, may not consume alcohol during the entirety of the scheduled event. Alcohol may not be served to, or consumed by, minors.
- Shots and Glass Bottles are not permitted.
- Service Limit: There will be a maximum five hour service limit with service ending at least one hour prior to planned departure of guests that will be strictly enforced.
- Pre-Ceremony Alcohol Use and Consumption: The wedding party shall be permitted to bring small quantities of alcohol to the venue for consumption prior to the ceremony. Any alcohol remaining after the start of the ceremony will be moved to the bar.
- All other Alcohol and Beverage inquiries regarding the policies, purchase, and serving of alcoholic beverages are to be directed to the Caterer or Beverage service vendor.



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## **Insurance, Permits, and License Requirements**

- Caterers or any other vendors/contractors/service providers used or contracted by clients (paid or non-paid) shall carry liability and other necessary insurance in the amount of no less than One Million Dollars (\$1,000,000) and shall name the venue as additional insured. Certificates of insurance with an endorsement and any required permits and/or licenses must be provided thirty (30) days prior to the scheduled event.