

Wilmington Wedding Venue & Catering

This checklist is for weddings where food is provided by the bride and groom, family, or friends and not being served by a professional. By choosing a potluck-style event, the couple accepts full responsibility for compliance with the items below.

General Responsibility

- ☐ Bride & groom understand they are fully responsible for all food and beverage and **MUST** have signage by food stating where food came from.
 - ☐ Venue is not responsible for food safety, illness, or allergic reactions
 - ☐ Any damage or extra cleaning related to food service will be charged to the couple
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Food Preparation & Safety

- ☐ All food prepared off-site and arrives ready to serve
 - ☐ No open flames, deep frying, or on-site cooking (sterno for chafers is approved)
 - ☐ Food handled and served hygienically at all times
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Approved Equipment

- ☐ **NO CROCKPOTS, SLOW COOKERS, OR PLUG-IN HEATERS**
 - ☐ No electrical food-warming devices of any kind
 - ☐ Non-electrical serving/warming items
 - ☐ Couple provides all necessary serving utensils, trays, and supplies
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Temperature Control

- ☐ Cold foods kept properly chilled
 - ☐ Hot foods kept at safe serving temperatures
 - ☐ Couple provides coolers, ice packs, insulated carriers, etc.
 - ☐ Venue refrigeration/warming equipment is not available
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Ice, Liquids & Grounds Protection

- ☐ **NO pouring ice, melted ice, beverages, or food liquids on grass, soil, flower beds, or vegetation**
 - ☐ All liquids disposed of **ONLY in designated drains, sinks, or approved disposal areas**
 - ☐ Improper disposal may result in cleaning or damage fees
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Alcohol Policy (If Applicable)

- ☐ Venue notified in advance if alcohol will be present
 - ☐ Alcohol must be **complimentary to guests** (no sales)
 - ☐ Alcohol must be **attended and served at all times**
 - ☐ Service provided **only by a licensed and insured bartender**
 - ☐ Venue may stop alcohol service if safety concerns arise
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Cleanup & Waste Removal

- ☐ All leftover food and containers removed at event end, trash placed into bags provided, any excess trash (more than the 3 cans provided must be removed from the venue.
 - ☐ No food storage overnight at venue
 - ☐ Trash disposed only in designated bins or removed from property
 - ☐ No grease, food waste, or liquids poured into vegetation or onto grounds, please check on and under furniture to insure no waste is left behind.
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Damage, Cleaning & Deposit

- ☐ **\$500.00 security/cleaning deposit required 2 weeks prior to event.**
- ☐ Deposit may be used for:

Excessive cleaning, Ground or facility damage, Improper disposal of food or liquids

- ☐ Additional charges may apply if costs exceed deposit
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Final Acknowledgment

- ☐ Bride & groom have read and agree to follow all potluck guidelines
- ☐ Failure to comply may result in additional fees or intervention by venue staff

Signed: _____