

## **POLICY FOR CATERERS**

(approved 3/10/09)

A caterer is any person or any business contracted/hired to deliver/provide/cook and/or serve food on the premises of First Presbyterian Church.

The choice of a caterer is at the discretion of the person responsible for that function though there may be some exceptions to this rule if deemed necessary by the Facilities Manager.

A building use form will be completed by the person responsible for the function. The responsible person will provide a copy of this policy to the caterer.

- Caterers shall contact the church office when they have been retained for a reception or dinner at the church as other events could affect the time the caterer can have access to the facilities.
- The caterer shall make arrangements for deliveries, at a time suitable for the church, on the day of the function. A reasonable amount of time will be allowed for the room to be set up.
- All church equipment, pots, pans, etc., stay at the church. Absolutely no swapping of church pans with caterers pans. It is recommended that caterers bring food in disposable containers.
- It is permissible to use church plates, silverware, etc., except that church table clothes are for use at church sponsored functions only.
- The caterer may use the kitchen from which to serve. Refrigerators, stoves and ovens may be used by a caterer on the day of the function.
- The caterer is responsible for leaving the kitchen clean. The caterer is responsible to clean everything they use.
- If other special arrangements are necessary, they should be cleared through the Facilities Manager in advance of the function.

## **LIABILITY**

Any damage to church property by the caterer shall be restored or repaired at the expense of the caterer. The church assumes no responsibility for money, materials, equipment or other items left at the church at any time.