

Lacawac Sanctuary

Catering Rules & Regulations

FOOD & CATERING SERVICES: Lacawac does not provide in-house catering services. The contract holder must select an outside, licensed and insured full service recommended caterer. A list of licensed and insured caterers who have provided services onsite several times will be provided, upon request, for your planning convenience. All food must be provided by a licensed and insured caterer, restaurant, or grocer (i.e. pre-made platters). Homemade food is not permitted. As a full-service caterer, the company must remain onsite throughout the event until the end of the reservation time frame.

A representative from the catering company must participate in a walkthrough with staff and sign Catering Rules and Regulations prior to providing services onsite. The contract holder is responsible for ensuring the caterer abides by the rules and regulations:

- If the caterer has not recently provided services at Lacawac, they must schedule a walk through with management at least 60 days prior to the event.
- The caterer is obligated to provide Lacawac with a copy of the caterer's Food Service Facility License, Food Manager License and Certificate of Insurance (up to \$1,000,000 per occurrence under general liability) no later than 60 days prior to the event.
- The caterer is responsible for full clean-up of the facility. It is the client's responsibility to ensure the cleanup is completed.
- Kitchen equipment provided includes: Ovens, refrigerator and freezers. Available equipment is subject to change. Please verify prior to your event. *Please note Lacawac provides only a "warming kitchen"—cooking onsite is not permitted, with only the exception of outdoor grilling.

ALCOHOL: Lacawac allows all types of alcohol to be served by the drink (no shots) during all social reservations to anyone at least 21 years old. Contract holders may provide their own alcohol to be served however; alcoholic beverages must be served by the drink by a professional (certified & insured) bartender provided by the full service caterer.

The bar must close at least 30 minutes prior to the end of the event.

POST EVENT CLEAN-UP: The caterer is typically responsible for the clean-up of the facility. It is the client's responsibility to ensure the clean-up is completed:

- The entire event space must be cleared of all trash and debris including removal of all decorations and items brought in by the vendors and contract holder.

- All floor surfaces should be swept free of all trash and event debris
- Lodge floor should be spot mopped as needed (any spills or messes should be cleaned-up)
- Dumpsters and recycling bins are located onsite (behind Visitor Center)
- All surface areas of the kitchen should be wiped down
- The fridge, freezer and stoves should be free of all leftovers and debris
- Leftover ice and liquids must be disposed of carefully in approved areas so as not to kill the plantings, grass and groundcover on the property
- Lodge – dispose of extra liquids in kitchen sink (no food or grease to be dumped in sinks)
- Tent area – dispose in drainage areas distance from tent (no garden beds)
- Please check with staff before disposing elsewhere on the property or if uncertain
- Left over bags of ice should be removed from property or disposed of in dumpster
- Lacawac will provide trashcans, trash bags, brooms and dustpans as well as a mop if needed. Please see Staff if items need to be restocked.
- Failure to comply with post-event cleanup requirements will result in additional charges.

It is the renter or caterers' responsibility to clean the lodge and kitchen after the event (mop floors, clear counters, put furniture in place) before leaving.

Deliveries and pickups must be arranged in advance with Lacawac. Deliveries need to be conducted in a method which does not interfere with the staff, programs or visitors.