



GUIDELINES FOR CATERERS

No alcoholic beverages are to be served or allowed in any form on the premises.

Smoking is prohibited.

The Food Services Director or a designated kitchen staff person must be present.

Kitchen appliances (range or dishwasher) may be used only with the presence and under the supervision of the Food Services Director or designated person.

The following charge cover these costs:

	Under 50 persons	50-150 persons	more than 150 persons
Providing own reception	\$45.00	\$55.00	\$80.00
Using outside caterer	\$50.00	\$75.00	\$100.00
		(+hourly kitchen worker fee)	

The kitchen usage fee applies only when the church's kitchen appliances or equipment are used.

Caterers must provide their own serving pieces; plates, cups, trays, tablecloths, and silver.

Tables are available in sizes:

- 30" x 96"
- 30" x 72"
- 30" round (2)

Arrival time should be arranged with Food Services Director.

This copy to be given to caterer.