

# TOWN OF GLASTONBURY RIVERFRONT COMMUNITY CENTER

## Approved Food/Alcohol Caterers Policies & Procedures

### I. FOOD CATERER POLICY AND RESPONSIBILITIES INCLUDING KITCHEN USE

1. The Food Caterer must provide a copy of their current catering food service permit and Certificate of Liability Insurance at least 14 business days before any event they are catering (see requirements in section III.)
2. The Food Caterer must staff a Qualified Food Operator for the duration of each event.
3. The Food Caterer may only access the building (including the kitchen) during the rental hours that the client has booked. This includes delivery of rental equipment, load-in, set-up, clean-up and load out. All equipment must be removed from the building by the end of the rental timeframe. Failure to do so will result in fines.
4. Food Caterers are to introduce themselves and their staff to the Building Attendant/Custodian upon arrival into the building. If providing alcohol service as well, you must also introduce yourself and your staff to the Event Supervisor upon arrival into the building.
5. No illegal drugs are allowed in the facility. Smoking is NOT allowed in the building or on the patio.
6. No grease cooking is allowed in the kitchen.
7. All ice must be dumped into the slop sink in the kitchen – no ice may be dumped outside the building. If using ice machine in RCC kitchen, ice must be taken using the provided scoop and no items of any kind can be stored or kept cool in the ice machine.
8. All equipment used must be left in the condition it was found. This includes cleaning all floors, counters, tabletops, ovens, stoves, refrigerator and sinks.
9. Caterer must check-out with the Building Attendant/Custodian prior to departing to be sure all responsibilities of the caterer have been met.
10. Caterers are responsible for kitchen trash removal.
11. Failure to leave the premises in a clean and sanitary condition will result in a custodial fee of \$150.00 plus \$50.00 per hour for each additional hour spent as a result of this failure.
12. Left-over food and all personal items must be removed immediately following the event.
13. All equipment used, including but not limited to: oven, warming oven, dishwasher, etc. must be TURNED OFF, cleaned and checked prior to vacating the facility. (Note: the warmer should not only be cleaned but emptied of water as well).
14. When using ovens, the exhaust hood MUST BE ON.
15. Soda cans should be thrown in one bag NOT in the garbage with the regular trash.
16. Caterers are reminded that our facility is a “GREEN” building. Please recycle at all times.
17. The use of propane gas or grills is STRICTLY PROHIBITED inside of the building.
18. ONLY THE FOOD CATERER AND OR HIS/HER STAFF ARE ALLOWED IN THE KITCHEN.
19. One of the Food Caterer’s staff members MUST remain in the kitchen the ENTIRE TIME THE KITCHEN IS BEING OPERATED/USED. (Maximum number of individuals allowed in kitchen at one time is 12.) Food Caterers/staff leaving the kitchen unattended may result in the kitchen doors being locked and preventing use. Guests and attendees are NOT ALLOWED IN THE KITCHEN. Caterers allowing guests to come into and remain in the kitchen may incur disciplinary action which may include closing the kitchen for use during the event, fines, and/or removal from the Approved Caterer list.

20. Caterers are NOT to bring dirty dishes from a previous event to have cleaned at the RCC kitchen. Caterers are expected to bring in clean dishes and only use our dishwasher for dishes used at their event at the Riverfront Community Center the evening of their event.

**\*\*\*If you are a FOOD CATERER WHO WILL ALSO BE RESPONSIBLE FOR ALCOHOL SERVICE, please carefully read and adhere to the below alcoholic beverage caterer policies and responsibilities.**

## **II. ALCOHOLIC BEVERAGE CATERER POLICY AND RESPONSIBILITIES**

1. The Alcoholic Beverage Caterer must provide a copy of their current catering food service permit and Certificate of Liability Insurance at least 14 business days before any event they are catering (see requirements in section III.)
2. The Alcoholic Beverage Caterer may only access the building during the rental hours that the client has booked. This includes delivery of rental equipment, load-in, set-up, clean-up and load out. All equipment must be removed from the building by the end of the rental timeframe. Failure to do so will result in fines.
3. Alcohol Provider/Caterers are to introduce themselves to the Event Supervisor upon arrival into the building.
4. No illegal drugs are allowed in the facility. Smoking is NOT allowed in the building or on the patio.
5. Alcoholic beverages are allowed only in accordance with the regulations of the facility.
6. Possession and consumption of alcohol shall be in strict compliance with applicable State law.
7. Alcoholic Beverage Caterers must maintain control of alcohol and the bar service area at all times. Caterers and/or their staff must provide the liquor, carry the liquor, supervise the liquor and bar, and be responsible for pouring and serving the alcohol at all times. At no time are self-serve alcoholic beverages to be left on a table or poured by attendees.
8. Alcoholic Beverage Caterers and their staff providing alcoholic beverage service are the only ones allowed to carry and/or bring in alcohol of any kind into the building. Guests/attendees may not bring alcohol into the building at any time.
9. Caterers MUST STOP SERVING ALCOHOL ONE HOUR PRIOR TO THE EVENT END TIME.
10. All alcohol must be REMOVED FROM THE BUILDING by the Alcoholic Beverage Caterer, including glassware/bottles, etc. removed from the tables PRIOR to the catering staff leaving the facility thereby ensuring that all alcohol has been consumed or disposed of by attendees.
11. The caterer should return any empty beer bottles to their cases rather than throwing them in the garbage and also box up any empty wine/alcohol bottles. Soda cans should be thrown in one bag NOT in the garbage with the regular trash. Caterers are responsible for trash/recycling removal.
12. All ice from alcoholic beverage provider must be dumped into the small sink located in the corner of Community Room A. No ice may be dumped outside the building.
13. Left-over beverages both alcoholic and non-alcoholic, garnishes and all personal items must be completely removed from the building immediately following the event by the alcoholic beverage caterer.
14. Alcoholic Beverage Caterers are reminded that our facility is a "GREEN" building. Please recycle at all times.
15. The Alcoholic Beverage Caterer reserves the right and is responsible for limiting the amount of consumption by each individual attending the event. The caterer should use his/her discretion to determine if someone has had too much to drink and to immediately stop serving the individual in question. At that time the Event Supervisor should be notified of this action.
16. The Alcoholic Beverage Caterer must check-out with the Event Supervisor prior to departing to be sure all responsibilities of the alcoholic beverage provider have been met.

*In order to remain on our Approved Caterer/Bar Service List, all above policies must be strictly adhered to. I understand that failure to adhere to these policies may result in fines and/or removal from the Approved Caterer List.*

### III. INSURANCE

The Caterer agrees to maintain insurance covering the Caterer and all of its agents, employees and sub-contractors including:

- Workers Compensation Insurance with Statutory Coverage and Employer's Liability with limits of no less than \$500,000/each accident.
- Commercial General Liability which includes coverage for bodily injury, property damage, advertising and personal injury, products-completed operations and contractual liability in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate.
- Liquor Liability insurance in a minimum amount of \$1,000,000 per occurrence (for Liquor Caterers).

Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. The Certificate shall evidence all required coverage including a Waiver of Subrogation on all policies and shall name the Town of Glastonbury and its officers, employees and agents as additional insured on the General Liability and Liquor Liability policies.

### IV. CATERER SIGNATURE

The Caterer agrees to indemnify and hold harmless the Town of Glastonbury, its employees, agents and representatives, from and against all claims of whatever nature arising from any act, omission, or negligence of the Caterer or of the Caterer's contractors, licensees, invitees, agents or employees or arising from any accident, injury or damage resulting from an act or omission on the part of the Caterer, its contractors, licensees, agents, employees or invitees. The Caterer also agrees to hold the Town of Glastonbury harmless for any loss and/or liability arising from their use of the building and facilities. The Caterer agrees to indemnify the Town of Glastonbury, its employees, agents, and representatives for reasonable attorney fees and costs incurred as a result of any action or omission subject to this paragraph.

I have read and agree to the above policies.

\_\_\_\_\_  
Printed Business Name of Caterer

\_\_\_\_\_  
Signature of Caterer

\_\_\_\_\_  
Date