

Caterer Rules & Regulations

Questions?

Contact Joyce Roling: 419-381-8851 x211

The following are the regulations applicable to catering firms providing food service for events at the Stranahan Theater and Great Hall.



THE CATERER IS REQUIRED TO STAY UNTIL THE END OF THE EVENT. FOOD, CUPS AND ALL TABLE LINENS MUST BE REMOVED FROM ALL TABLES AT THE EVENT AND ALL AREAS USED MUST BE CLEANED PRIOR TO THE CATERER LEAVING. AT **NO** TIME CAN ANYONE OTHER THAN THE CATERER CLEAN THE HALL OR OTHER AREAS.

LUCAS COUNTY HEALTH DEPARTMENT (TLCHD)



Each caterer shall strictly comply with the rules and regulations of the Toledo Lucas County Health Dept.



CATERING KITCHEN

The Kitchen in the Great Hall is a catering kitchen, not a prep kitchen. Food cannot be prepped in that area. Cleaning, slicing, carving and any other preparation of fruits and vegetables etc., is considered preparing food and therefore not acceptable to the TLCHD. No facilities are provided to keep food hot or cold. This is the responsibility of the caterer.



ELECTRICAL

Electrical facilities are limited. The use of the electrical outlets for roasters, coffee urns, and any other equipment to heat food or drink is subject to approval of the maintenance

supervisor to prevent overloading of the electrical system. In addition, ANY table covers, cloth or paper, must be of fire retardant material.



MEAL SERVICE

During the serving of meals, the caterer has the following responsibility:

- Where buffet service is provided, employees of the caterer must clean up the areas around serving tables immediately when food is dropped or any other spillage occurs, to prevent falls.
- Where table service is provided, employees of the caterer are to immediately clean up any food, drink, broken glass, silverware, etc., dropped on the floor to prevent falls

AFTER THE MEAL IS COMPLETE:

- The tables shall be cleared in such a manner to avoid spillage on the tables and chairs.
- All garbage shall be deposited in containers provided by the caterer and deposited in the dumpster behind the building.
- All necessary trash bags **MUST** be provided by the caterer.



CLEAN UP!

CONCLUSION OF EVENT/BAR CLOSED: Employees of the caterer have the responsibility to provide general clean-up as follows:

- Table covers are to be removed and done in such a manner as to avoid spillage on tables, chairs or floor.
- Kitchen sinks, serving tables, and counters are to be wiped off.
- The kitchen floor **MUST** be swept, mopped and left clean.



DISH WASHING

Under **NO** circumstances are dishes, glassware, silverware, cooking or heating equipment etc. To be washed on the premises by order of the **TLCHD**:

All dishes, supplies, ect. Must be removed by the caterer after the conclusion of the event. If the caterer has contracted with a vendor for skirting, supplies, tables, ect they must also must be removed at the conclusion of the event.



PARKING

Trucks/Vans may be parked at the doors of the Great Hall for loading and unloading ONLY. All Vehicles must be moved the parking area at ALL OTHER TIMES.



LICENSING/INSURANCE

The following requirements are MANDATORY for catering at the Stranahan Theater and Great Hall. These must be submitted to the Stranahan Management Office, no later than TEN(10) DAYS PRIOR TO THE EVENT:

- 4C Commercial Catering License issued by the TLCHD
- Vendors License
- Commercial Liability Insurance
- CURRENT Workers Compensation Certificate of Payment

10% of the gross catering bill must be remitted to the Stranahan Theater, along with a copy of the invoice submitted to the client, within THIRTY (30) days following the event. The client invoice copy is REQUIRED by the auditor of the theater.

Additional caterers used other than the PRIMARY caterer must remit 10% Commission to the Stranahan Theater if over \$500.

FIRST TIME caterers must remit 10% of the catering commission and a copy of the invoice e to the client **NO LATER THAN 48 HOURS PRIOR TO THE EVENT.**

ICE

ALL CATERERS MUST FURNISH ICE AND STORAGE FOR THEIR ICE.





Coffee is not provided by the Stranahan Theater and Great Hall.

Caterers must have the Stranahan Theater maintenance operators on duty walk ALL areas to be certain ALL AREAS USED are left clean to their expectations prior to leaving the building. A \$300.00 cleaning fee will be billed to the caterer if the areas used are NOT left in the same condition as when the event started.



Soda is NOT allowed to be provided by the caterer without the approval of the Director of the Stranahan Theater and Great Hall.



Your full compliance with the rules and regulations set forth, is requested as a condition of continuing to provide catering to the events at the Stranahan Theater and Great Hall.

