



City of Dublin Community Hall CATERING POLICIES

- All caterers must be professionally licensed and have a certificate of insurance on file with The City of Dublin.
- Caterers must conform to all food handling regulations, licenses, certifications and vendor regulations as required by law.
- Caterers and clients will have access to the facilities at the beginning of the rental period - no earlier.
- Caterers must be available for an appointment with the Community Hall Supervisor or designee for pre-planning to become familiar with the facilities prior to an event.
- All food must be prepared off-site. The catering kitchen is for staging, plating and organization.
- Caterers are responsible for complying with all local, state and federal health regulations and conforming to all Ohio Departments of Liquor Control rules and regulations, as well as The City of Dublin approved alcohol use guidelines. Cash bars are not permitted unless the proper permits and prior approval have been obtained.
- Caterers are responsible for providing all food and beverage as well as foodservice equipment and serving staff. This includes but may not be limited to table service, linens, glassware, utensils, chafing dishes, and coffee urns. Community Hall equipment is not available for public use.
- An ice machine of 700 lbs. capacity is available in the kitchen. If large containers are required, caterer must provide them.
- Caterers **MUST REMOVE EVERYTHING** they bring onto the premises immediately after the event. Caterers are responsible for bagging and removing trash from the kitchen and Community Hall area. Caterers must provide trash bags/containers and clean up supplies. Clean up begins at least one half hour prior to the contracted rental ending time.
- No ice may be thrown on Dublin Community Recreation Center grounds, including ice sculptures. Clients should schedule their caterer to remain on premises at least one half hour after all guests have departed. If client requests overtime, the caterer must agree to stay as well.
- All events must have a minimum of 1 server per every 50 guests. All servers must be from the same company as the catering organization. Drop-off catering is allowed on

a limited basis and with the prior approval of the Community Hall Supervisor. Self-service of food is not allowed.

- Prior to leaving, the caterer must check with the Community Hall Supervisor or designee for final inspection and permission to leave.
- The cost of any broken or damaged equipment or fixtures will be billed to the client/caterer/Renter.
- Caterers are responsible for billing and collection of all catering fees from event clients. The City of Dublin is responsible for billing Rental fees and any additional costs from the Community Hall.
- The City of Dublin staff will set up table and chairs prior to the Rental beginning time.
- The City of Dublin will receive a facility flat rate fee of \$150.00. The caterer agrees to be on site for the duration of the rental period.
- No facility fee will be charged for drop catering. All drop catering must enter the building through the front entrance; they may not use the Community Hall Kitchen unless they agree to pay the \$150.00 catering fee.

By signing below, the caterer acknowledges that he/she has read the above policies and is responsible for ensuring that all employees adhere to this agreement.

Caterer Name_____

Staff Signature_____

Caterer Signature_____

Date_____

Date_____