

Church of the Risen Savior



Kitchen Use Guidelines

Food Services

- Caterer/User may provide food services for events at Valentine Hall.

Insurance

- Caterers/Bartenders making a presentation at Valentine Hall must present the parish office a copy of the following that apply:
 - Caterer/Bartender Information Form
 - State of Missouri Certificate of Incorporation
 - Proof of general liability insurance in the amount of \$1,000,000
 - State of Missouri Liquor License
 - Montgomery County Liquor License
 - Proof of liquor liability insurance in the amount of \$1,000,000

Valentine Hall Event Coordinator

- An Event Coordinator will be on sight at all events. His/her responsibilities are to review the kitchen guidelines with the Caterer/User and be the point of contact regarding the facility during the event.

Before the Event:

- It is the responsibility of the Caterer/User to bring all items which they may need for the preparation and serving of food and drinks. This includes dish washing detergent (except for dishwasher), dishcloths and towels.
- Load In/Load Out: delivery vehicles may park at the kitchen entries during load in and load out only. Vehicles must be parked in the parking lot during service time.
- Set Up: The Hall will be open at 8:00 a.m. and will close at 11:00 a.m. the morning of an event. The Caterer/User may enter during this time. The Hall will also be open 2 hours prior to the beginning of the event. For other events, the Caterer/User may work with the Event Coordinator to determine set up times.
- For Caterer's, all food is to be stored and prepared at the Caterer's permitted food establishment, or other approved food facility.

During the Event:

- There is NO tobacco use in Valentine Hall or on parish grounds.
- Deliveries: There are two service entrances to the kitchen. All catering deliveries must use these entrances.
- Caterer/User may use the rolling carts, stoves, sinks, roasters, steam table, dishwasher, coffee pots, thermal coffee pots, crock pots, tea dispensers, china plates, coffee cups, glasses and flatware. Any items that are broken during event will be billed to Caterer/User

at replacement value. All items must be thoroughly cleaned, dried, and put away at close of event.

- Caterers/Users may use the walk in cooler and walk in freezer. All food/beverage must be removed after the event.
- If the Caterer/User is serving alcohol, it must be served in accordance to the Diocese of Jefferson City guidelines.

Before Caterer/User Departure:

- Caterer/User equipment and material must be removed. This includes, but is not limited to: tables, chairs, hot boxes, linens, etc. Valentine Hall will not be responsible for any property or equipment left after the conclusion of an event.
- All garbage must be disposed in plastic bags and placed in the dumpster on the northeast corner of the parking lot. Extra charges will be charged for inadequate clean up.
- All counter surfaces and all equipment are to be left clean. Cleaning supplies are stored in the mop sink.
- Ice is to be disposed of in the grass by the dumpster. Do not dump ice in the landscaping.
- Caterers/Users who do not return the facility/equipment in satisfactory condition will be subject to an additional cleaning charge.
- Before leaving, Caterer/User and Valentine Hall Event Coordinator will complete a walk-through of all areas used by Caterer/User.

Revised

3.6.11