CATERING GUIDELINES

These guidelines were prepared with your safety and the safety of the building and patrons in mind. It is important to remember that the Lone Tree Art Center’s mission is to provide a quality experience for the public on all levels. Please help us to maintain the building and its spaces.

**Caterer Entrance:** All food service employees must enter and exit at the loading dock at the north end of the building, west side through the door marked “Stage Door”. Time of arrival and exit must be arranged with the Facility Rentals Manager in advance. Early arrival is not acceptable without prior approval. Parking for food service staff is available on the Lower Level of the Super Target parking lot just north of the Arts Center. Please do not park in the Arts Center’s lots. Caterer trucks may park in the Loading Dock of the Arts Center.

**Equipment and Supplies:** A catering prep kitchen is available off the dock area. The Facility Rentals Manager must be notified of all rentals arranged by you including time of arrival and items to be received before the event. You must provide all equipment and supplies including carts.

**Fire Permit:** You must obtain a fire permit from the South Metro Fire Department – (720)-989-2245 in the event you are cooking with butane (1lb. size or less) or propane (outside only). Sterno and enclosed candles are permitted without a permit. Candles must be enclosed in glass and sit directly on the table, not on any type of elevated props. Votive candles must be enclosed in rounded bottom glass containers so, if tipped, the candle will not spill out resulting in a potential fire hazard. The South Metro Fire Code strictly prohibits the use of propane within the building though the code does allow its use outside on the dock with a permit.

These permits must be requested in advance of the event and you must provide a copy of these permits to the Arts Center prior to the event. If catering personnel arrive without a permit having been received, they will not be allowed to use any of the above mentioned cooking devices. In addition, as required by the Fire Prevention Bureau, you must carry these permits with you and have them available the night of the event. COOKING is NOT allowed inside the building. All cooking must take place outside in the dock area.

**Other Required Documentation:** In addition to the rental information and fire permit, the following documentation is required before the event: a copy of the complete menu and any equipment that you will be bringing in separately from your rentals; a copy of your current business or professional license; a copy of your current health certificate inspection; a Certificate of Liability Insurance from your insurance company naming the Lone Tree Arts Center as the certificate holder. If your Certificate of Liability does not cover Workers
Compensation coverage, please provide us with your Certificate of Workers Compensation Liability.

**Ice Machine:** The ice machine is located in the catering kitchen and available for your use. Under no circumstances are you to store anything in the ice machine per Health Department regulations. Also, you must knock down the ice at the top of the machine in order to keep the ice flowing.

**Liquor Restrictions:** The Lone Tree Arts Center is a licensed facility. In accordance with the Colorado Liquor Code, it is unlawful for anyone to bring alcoholic beverages into the Arts Center for the purpose of consumption within the building or to leave with any liquor from the premises. **Only liquor purchased by the Arts Center through a licensed wholesaler and delivered by them can be consumed at the Lone Tree Arts Center.**

**If a private event has a hosted (no charge) bar**
- Wine, beer and liquor must be purchased through the Facility Rentals Manager.
- The caterer is responsible for all glassware if they client requests, the venue can provide disposables.
- Access to the alcohol storage area is restricted to Art Center personnel only.
- **No alcoholic beverages may leave the building.** All alcohol inventories must be properly sorted, returned to the designated area in the Arts Center, and checked by the Facility Rentals Manager prior to exiting the Arts Center.
- **Alcohol service to a minor or visibly intoxicated individual will result in the immediate removal of the caterer from our approved/preferred list for one calendar year from infraction. Caterer shall be liable for any legal costs or fines incurred as a result of their errors/omissions/etc.**

**Personnel:** Company supervisors are responsible for the actions of their own employees during the event.

Persons working special events are given access to those areas where the event is taking place, restroom, and preparation areas. Access to any other area shall only be allowed with the express permission the Facility Rentals Manager.

**Set-up/Clean-up:** All set-up and clean-up relating to food service is the responsibility of the caterer and should be included in the bid to the contracting organization. This includes:
- Using the Arts Center’s tables for preparation, seating or serving of food (fifteen 6’ and two 8’ banquet tables may be used by the caterer, as well as twenty 6’ round tables and 200 stacking chairs). These items must be returned to the storage room after the event.
- Placing tables and bar set up at a safe distance from walls that in the event of an accident, food and drink spills will not come in contact with the walls.
- Covering floor areas outside the catering kitchen with plastic for food preparation.
- Removing tables and chairs from area if necessary.
- Replacing tables and chairs to original positions.
• Removing all garbage and recyclables generated by the event from the premises immediately following the event.
• Cleaning of the catering kitchen and other prep areas.
• Catering personnel are to take revolving breaks throughout the event. No breaks are to be taken at the end of an event.
• All personnel, at the end of an event are to be cleaning and moving out of the Arts Center in a timely manner.

**Commissions:** 10% Commission is due on all food sales by the 15th day of the month for the previous months catering activities at the Lone Tree Arts Center.

**Ridge Gate Public Improvement Fee (PIF):** All caterers will be responsible for collecting and remitting this fee. Please see the attached documents for more information and instructions.

In accordance with the rules and regulations of the Lone Tree Arts Center, I have read and agree to abide by the above Catering Guidelines.

________________________________________________________________________
Catering Company Authorized Signature

________________________________________________________________________
Date