

Shalin Liu Performance Center Caterer Usage Policy

1. All caterers must be certified by their local health department and be licensed to operate—certificates and licenses need to be on file.
2. All caterers must carry liability and workers compensation insurance, certificate needs to be on file.
3. Caterers shall hold Rockport Music harmless from any injury to persons or property, which is caused by negligence of the caterer. Rockport Music is not responsible for theft or vandalism of any catering equipment or supplies.
4. Carry In—Carry Out: Caterers are responsible for all food, liquor, and equipment brought into the facility. All items carried in must be carried out at the end of service, including trash. The caterer will be charged a fee of \$25.00 per hour (minimum 2 hours) for removal of equipment, food, or trash that is left behind after an event.
5. Find it Clean—**Leave it Clean**, Find it Dirty—**Leave it Clean**: The kitchen should be left in a clean, safe, and sanitary condition. The catering staff is responsible to ensure all trash is removed, equipment is clean, refrigerators and ovens are empty and free of food debris, and power is switched off as necessary. The caterer will be charged a fee of \$25.00 per hour (minimum 2 hours) for removal of equipment, food, or trash that is left behind after an event.
6. Cleaning supplies and mats for bussing area to protect carpet or hardwoods, as necessary, should be provided by the caterer (dish soap, towels, etc.). Receptacles, brooms, and mops will be provided by Rockport Music.
7. Caterer will be responsible for the set up of the event as outlined in the contract, including the provision of tables, linens, ice and other items. Rockport Music does have a supply of chairs and buffet-style tables, both 6 and 8 ft. If you need high tops or rounds, the caterer will need to supply or rentals will need to be secured.
8. Delivery and pickup times shall be established at least one week prior to the event and **MUST** be coordinated with the Venue Manager. We have multiple other events and concerts happening and do not have storage areas for tables or glassware not picked up.
9. Food preparation and cooking is restricted to the kitchen, use of cooking equipment outside the kitchen is prohibited. Please **DO NOT bring in additional cooking equipment** (i.e. convection ovens) without permission from the Venue Manager. Certain outlets in the kitchen are at capacity and **WILL** trip the breakers to the kitchen if not plugged into the appropriate outlet!
10. No one under the age of 18 will be allowed to perform food service or work with any equipment in kitchen, including the dishwasher. Those 16-18 may bus tables, dry dishes, etc.
11. A responsible representative of the catering service must remain on the premises until all work is completed.