

Caterer Responsibilities

Items to bring with you:

1. Heavy duty large garbage bags, 45-55 gallon
2. Heavy duty medium garbage bags, 33 gallon
3. 2 rolls of paper towels
4. Cloth towels, as necessary
5. General purpose cleaner
6. Glass cleaner
7. Table and other decorative accessories
8. Bucket for collecting unconsumed liquids for disposal (do not dispose liquids in trash cans)

Kitchen Use:

1. Dispose of food in trash only.
2. Stove and microwave are for warming only; not for cooking.
2. Bring your own trays for use in the warming oven.
3. Ensure that kitchen counters, preparation tables, carts, and appliances are clean before departure.
4. Ensure that floor is clean before departure.
5. Ensure that all refrigeration equipment used is clean and sanitary (recommend glass cleaner).
6. Caterers must provide all serving utensils; DABG items in cabinets are not for caterer use.
7. Package and remove left over food, unless otherwise coordinated.

Event Service Responsibilities:

1. Caterers should provide adequate personnel for:
 - a. Serving guests
 - b. Servicing tables throughout an event
 - c. Clearing tables at the end of the function
 - d. Collect unconsumed liquids in bucket and dispose in sink
2. DABG staff are present to monitor the facility, parking areas, and restrooms; not to support catering.

End of Event Responsibilities:

1. Food service items cleared and disposed as appropriate.
2. Large trash items (e.g. napkins, decorations, utensils) must be picked up off floors and properly disposed in preparation for vacuuming.
3. Trash liners can be removed from cans, tied, and staged temporarily outside kitchen entry door.
4. All trash must be placed at the designated trash area before caterers depart.

The Dothan Area Botanical Gardens cannot be responsible for items left by caterers.

Responsible Party and Business Name

Date: _____

DABG Representative

Revised: July 28, 2011