



## Important Information for Caterers

*This is REQUIRED reading for all caterers and those bringing in their own food. The main person overseeing the food should read the entire PDF to help them prepare to use our facility.*

### WHEN YOU ARRIVE:

#### For The Upper Ballroom:

- As you pull into CP, you will see a long driveway immediately on your right next to the office. You are welcome to back your vehicle into the driveway & unload items there. Follow the handicapped paint walkway to the elevator but use the stairs to the right of the elevator.
- **Do not drive up onto the flag stone path** that leads to the upper ballroom!! This will result in substantial fees to your client that will likely be passed along to you.
- Follow the handicapped painted walkway to the brown man door by the garage type door on the driveway, down the hallway & up the stairs, turn left to the kitchen. There are carts in the kitchen for transporting items back & forth. You may use these & the elevator for carts to make the unloading process easier.
- As you bring items into the kitchen, you will notice that **the spaces are labeled for the Upper or Lower Ballroom. Please only use the spaces allocated for your client's party.**

#### For the Lower Ballroom:

- You have 2 options, one is go in the brown man door by the garage type door on the driveway, down the hallway & **down the stairs** to the Lower Ballroom. The tables in the hallway are a great place to stage & serve from. Up the stairs & to the left is the kitchen for ice, sinks, fridges & a small storage/prep area. There are carts in the kitchen for transporting items back & forth. You may use these & the elevator to make the unloading process easier.
- **OR**, pull up to the west end (far side) of the main building to unload. There is a ramp entrance available if you need to cart any heavy items into the ballroom. There is a cart available for your use if needed.
- **In the kitchen you do not get use of the marble counter areas.** Your major staging & work space is on/under the skinny tables in the hallway in the lower hallway outside the elevator. There is some table-space in the kitchen if you need more area, & we can set up additional tables in the hall of the upper elevator entrance as long as you aren't blocking access to events.

## BASICS:

- a) **You have been hired/asked by your client; ALL your information & schedules needs to come from them, not the venue.** You should have a contact given to you from your client (we call this person the **Day-of-Coordinator, DoC**) who will have all the information you need on the day of the event. Your client can provide a map & other information prior to the day of. CP does not have details if we are not hired to coordinate an event.
- b) **Time Restrictions: Caterer please verify what time you may start unloading & setting up with your client/contact/DoC.** You will not be able to enter the facility before that time. If you start early or stay late your client may be charged for the extra time.
- c) If you are new & have never served at CP before, you should stop in & look at the layout & kitchen, Please text us (801-899-9483) if you would like to come and look at the kitchen prior to the event.

## Amenities:

- d) For your use the kitchen has: Refrigerator, freezer (one days advance notice needed to have it cold upon arrival), sinks, ice (in ice machine), counters & carts (temporary use only, unload them so others have a turn when needed).
- e) Our kitchen is a large, double kitchen. One area for each ballroom; **the kitchen will be shared.** The spaces in the kitchen have been divided & labeled. **Please only use the space labeled for your rental.** If no one is renting the other ballroom you should still only use the part of the kitchen that you have rented.
- f) The kitchen is a **warming kitchen only.** All food needs to be cooked before it is brought to CP. Final prep that uses only your assigned areas is alright during your rental time. While there is **no stove** (stove tops are not to be used), there are warming ovens & a microwave available for warming purposes in the kitchen, as well as very hot tap water.
- g) **The kitchen is not stocked for your use** with serving dishes or any other items . These will all need to be provided by yourself or your client. Anything that has been rented through CP will be out on the Ballroom serving tables.
- h) If you are serving in either ballroom, there is an **ice machine** with ice that you are welcome to use. If you anticipate that you will need more than 10 gallons of ice please bring in your own additional ice.
- i) **Electricity capacity: No 220 volt plugs** are available. If you are planning on bringing heating devices, such as crock pots or roasters, please stagger (opposite sides if possible) where you plug in such devices & do not use more than 4 total. Contact the DoC or CP staff immediately if a breaker is tripped.
- j) **Do not turn on, turn off, plug or unplug any devices** that are already in the kitchen. If you feel it necessary to do so, please ask a CP employee for assistance before proceeding.
- k) **Bussing Tables:** Caterers are responsible for bussing tables & cleaning up event generated trash regardless of who provides tableware. **If you are planning on leaving early, before the event ends, notify your client that they will be responsible to bus tables & bag trash at the end of the event.**
- l) **Chinaware:** If you are planning on using chinaware, you are welcome to use the trash cans to scrape off the plates. However, the chinaware IS NOT TO BE WASH AT CP using the kitchen. Please take the tableware you brought with you & wash it elsewhere.

## **END OF EVENT/SERVICE, ALL SPACES:**

- **Clean-Up:** You are responsible to clean up all items brought in. This includes food, trash, bags of ice, etc. You do not need to clean up any of the items rented from CP, except that rented china/service-ware should be bused, scraped & left in the kitchen. **Please leave all linens on tables and decor where it is, this helps our clean up staff be more efficient.**
- The kitchen should be left with all food items cleaned up & thrown away; this includes food stuff on counters & floors. Wipe up any large spills on the floors before they are walked or wheeled through. CP will do the deep cleaning.
- **All tables should be bused at the end of the night/event**, cleared off & all large trash on the floors should be cleaned up.
- **Give notice to clients:** If the caterer is leaving early, before the event is over, then the renter is responsible to clear all trash & personal items once the event is finished.
- Trash should **never be taken out the front door(s) of either ballroom**. Please avoiding spills/drips on the main steps.
- **Replacement trash bags** for the cans provided will be under the current bag, at the bottom of the trash can or in the kitchen. You are responsible to get all of your trash into the garbage bags/cans & to get those full bags tied & into the gray trash trolley provided. The trolley can be found on the driveway by the brown man door by the garage door.

**If you have any questions during the event, please talk first to your day of coordinator.** If it's a facilities question/concern that the DoC can't answer please give us a call 801-899-9483 to reach the on site staff.