



The Armory at Brighton Cultural Center
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CATERER'S INFORMATION

EVENT

EVENT DATE(S) EVENT TIME (S)

CATERER

CONTACT NAME PHONE

EMAIL ADDRESS

COPY OF RESTAURANTEUR LICENSE ON FILE? YES / NO

FOOD SERVICE DETAILS AND LOCATION

RENTER MUST BE ONSITE AT ALL TIMES DURING CATERER SETUP, EVENT, AND TEARDOWN!

BUFFET/ATRIUM BUFFET/THEATRE BUFFET/COMMUNITY ROOM FULL SERVICE/THEATRE

CATERER WALK-THROUGH (DATE AND TIME)—REQUIRED!!

CATERER PRE-EVENT SETUP (DATE AND TIME, INCLUDED IN RENTAL TIME)

CATERER ARRIVAL TIME (DAY OF EVENT)

FOOD SERVERS ARE REQUIRED FOR BOTH BUFFET AND FULL SERVICE EVENTS. SERVERS ARE EXPECTED TO SERVE AND CLEAR OFF TABLES, REMOVE TRASHCANS AND TRASH TO OUTDOOR TRASH ENCLOSURE.

SERVER ARRIVAL TIME (DAY OF EVENT) # OF SERVERS

FOOD ARRIVAL TIME (DAY OF EVENT) SERVING TIME

ALL TABLE LINENS, SKIRTING, GLASS AND FLATWARE, ETC. MUST BE PROVIDED BY AND SET BY CATERER AT LEAST TWO (2) HOURS BEFORE YOUR EVENT STARTS!

FOR SANITARY PURPOSES ALL AREAS USED BY CATERER MUST BE LEFT CLEAN AND IN ORIGINAL CONDITION, OTHERWISE AN ADDITIONAL CLEANING FEE WILL BE ASSESSED.

- ALL LEFTOVER FOOD MUST BE REMOVED FROM THE FACILITY
- ALL TRASH CANS MUST BE EMPTIED, AND TRASH MUST BE EMPTIED IN THE TRASH ENCLOSURE ON THE SOUTHWEST SIDE OF THE BUILDING (OUTSIDE)

CATERER'S SIGNATURE _____ DATE _____

RECEIVED BY THE ARMORY (DATE) _____