

CATERING

POLICIES & PROCEDURES



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POLICIES & PROCEDURES FOR EVENT CATERERS

Impact Alamance expects all guests, vendors and caterers to treat its facility with the utmost care. All caterers are required to:

- Meet with Impact Alamance’s Facility & Events Coordinator to tour meeting spaces prior to event to review expectations.
- Review and sign this Policies and Procedures document.

It is at the sole discretion of Impact Alamance if a caterer will be allowed to use our facility.

Service Levels

Impact Alamance’s Facility & Events Coordinator is on-site to ensure guests have a quality meeting experience. We do not have in-house catering services or staff. Caterers will be required to provide staff to set up and clean up, bus tables and ensure food is of excellent quality and presentation. Additionally, catering drop-offs can be arranged through the Facility & Events Coordinator prior to your event.

The number of servers needed is dependent on the size of the event and catering needs. The Facility & Events Coordinator may adjust if needed. See table below for recommendations:

NUMBER OF GUESTS	NUMBER OF SERVERS NEEDED
25 or less	1 server
25-50	2 servers
50-75	3 servers
75-100	4 servers
100-130	6 servers

Depending on the menu, servers will be required to:

- Set up, monitor and replenish food and answer guest questions about food preparation and ingredients
- Bus tables and remove dirty dishes
- Break down food display after the meal
- Repack all china, glassware and flatware

Food Delivery

Please coordinate delivery time with the Facility & Events Coordinator. Rooms and food should be set up at least 30 minutes prior to meal service. Caterers may use the main entrance. Please ring the bell to call the Facility & Events Coordinator.

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Beverage Service

Impact Alamance provides beverage service to all groups upon request.

Beverage services includes:

- Regular and decaffeinated coffee
- Selection of hot teas
- Creamers and sweeteners
- Ice Water

Alcoholic Beverages

The caterer and event host must provide a certificate of insurance to indemnify Impact Alamance, and delivered at least 14 days in advance of the event. If serving alcohol, the Facility & Events Coordinator will provide a copy of the Impact Alamance's Alcoholic Beverage Policy.

Buffet Set Up

The Facility & Events Coordinator can provide guidance about food placement and logistics. Caterers will provide all chafing dishes, serving platters and serving pieces with drip holders.

Impact Alamance recommends double-sided buffets. Built in service areas are available outside the Community Conference Room and Board Room. Additional 5-foot tables are available for food service upon request. Impact Alamance does not provide tablecloths.

Identification of Menu & Ingredients *(Suggested)*

It is suggested that caterers provide signage, listing all ingredients and/or dietary restriction symbols.

Suggested Rental Company

For events where linens are desired and caterers do not offer linen rentals, our suggested rental company is TCS Event Rentals (336-437-0534, <http://www.tcseventrentals.com>). All deliveries and pickups should be made between the hours of 8:00 A.M. and 5:00 P.M. and coordinated with the Facility & Events Coordinator. Conference Center tables are 5-foot long.

Fire Safety

Votive candles are allowed but containers must be taller than candles. All heated surfaces must have trivets.

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Post-Event Clean Up

Caterers are responsible for clean-up of kitchen and equipment, and any caterer-related activities. Check with Facility & Events Coordinator for assistance.

- Trash and recyclables should be placed in the appropriate bins.
- Papers, scraps, and pieces of food should be removed from tables and floors.
- Tabletops should be cleaned.
- Leftover food should be removed.

Catered food is intended to be consumed in the facility and coordinated through the Facility & Events Coordinator.

Catering Kitchen

Impact Alamance’s catering kitchen is fully equipped with:

- Commercial coffee brewer
- 3 carafes (coffee, tea, etc.)
- Ice maker
- Commercial refrigerator
- 3 warming tray ovens
- Hand sink, with soap and towel dispenser
- Trash and recycle bin

I have read and understand Impact Alamance’s Catering Policies & Procedures.

Caterer’s Company Name & Caterer Contact Name

Caterer Contact Signature *(electronic signature accepted)*

Meeting Host Name

Meeting Host Signature *(electronic signature accepted)*

Organization Name

Event Date



ImpactAlamance
healthier • smarter • stronger

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