

St. Andrew Greek Orthodox Church Catering Requirements

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St. Andrew Greek Orthodox Church Catering Requirements

INTRODUCTION

The following catering requirements and procedures must be read by the client / event sponsor and caterer prior to Event. The final page must be signed by client and a copy must be submitted with Facility Rental Agreement. The client / event sponsor assumes the responsibility of the requirements and is ultimately responsible for any damages done to the church venues by guests, employees, vendors, or contractors. Facility Usage Fees are outlined in the Facility Rental Policy.

All information and payments are to be submitted to the St. Andrew Greek Orthodox Church (church) 14 days prior to the Event.

SCHEDULE

All Events are based on a five (5) hour facility use and shall end no later than 12 a.m., midnight.

A surcharge of \$500 is added for each hour or fraction thereof in excess of five (5) hours or agreed time.

All entertainment must end no later than 15 minutes prior to scheduled end of the Event.

Food service must end no later than 1 hour to scheduled end of the Event.

Alcoholic Beverage service must end no later than 30 minutes to scheduled end of the Event.

No exception will be made. A sheet with schedule of Event will be created to facilitate all times of Event.

INSURANCE

When food service is provided, insurance requirements may be needed. When a caterer is contracted, the caterer must submit a current Certificate of Insurance policy in the amount of \$1,000,000 holding the caterer liable for any food and liquor served. *The insurance policy must name "St. Andrew Greek Orthodox Church and Basil E. Stevens School" as additionally insured.*

If alcoholic beverages are to be served, a "Special Events Liquor Liability" Insurance must be provided and attained through the church. It is based on the number of guests, with a minimum fee of \$250 per event day. Also, depending on size of event, a minimum of two additional Event security staff personnel will be required with a fee of \$25 per hour each and for a minimum of 6 hours.

All needed insurance material and policies must be submitted at 14 days prior to the Event. If such material is not submitted, the church has the right to cancel the Event.

SECURITY DEPOSIT

A security deposit will be required above the agreed facility usage fee. If no damages, overtime, facility issues, and any charges for additional guests occur, the security deposit will be returned within 30 days after Event. The security deposit covers improper care of or damage to the facility and/or its equipment, costs for services and items not previously contracted as well as insufficient clean up or missing items.

CANCELLATIONS FEE

A \$150 cancellation fee will be applied to any Event that is cancelled less than 60 days of date of Event. The deposit amount will be refunded within 30 days after cancellation.

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NUMBER OF EXPECTED GUESTS

The client will provide the final number of expected guests to attend the Event 14 days prior to Event. During the Event, once the guest count reaches the agreed number, the church has the right to restrict entrance to other guests. Any additional guests allowed will result in an additional fee as outlined in agreement. All children above the age of 7 are counted in the guest count. Any new guest arriving at the event will be counted as one towards the guest count. For example, if one guest arrives and one guest leaves, it is counted as two, regardless if total in the room is within the agreed number. The client may use an invitation ticket system that will help maintain the guest count. The church has the right to count the tickets and will conduct a count at various times during the Event. Any request for additional seats will be added to the count. The count decision will be final and any overage will be deducted from the deposit.

The client must not allow overcrowding of the venue or the obstruction of aisles and doorways.

The church reserves the right at all times to refuse or remove any person, persons and/or organizations from the premises should their activities or general conduct be considered detrimental to the church venues and policies.

CONDUCT OF EVENT

The client shall agree to conduct the event in an orderly manner, in full compliance with applicable laws, ordinances, regulations and rules. Client assumes full responsibility for the conduct of the person in attendance at the Event, and for any damage done to any part of the church venue and its premises. The client agrees to hold harmless and defend the church and its employees and officers against all claims, actions and damages arising to claim to arise from the event. Event includes load-in, installation, and use of any removal equipment (regardless of ownership) in connection with Event.

DELIVERIES

The church must be advised of all scheduled deliveries of rentals, equipment, linens, floral, food, and such. Liquor may only be delivered if the client / caterer is at the church to receive it. Delivery hours are Monday through Friday from 10 a.m. to 3:30 p.m. and Saturday 10 a.m. to 1 p.m. All items are to be labeled with either the Event's name or the caterer's name. The church is not responsible for any equipment, provisions, and property left behind prior to Event and for another day's pick-up after the Event.

FLOOR PLANS

The client may provide the physical layout for the Event. All layout drawings must be submitted to the church no less than 14 days prior to the Event. This will also allow the determination of maximum capacity and event coordination. The church reserves the right to reject such layout or to alter the submitted layout configuration. All music entertainment can only be played on the stage or on the east side of the stage.

The church will set-up and take-down tables and chairs and a service fee will be applied based on the Event's needs.

CONTRACTED PARTIES

The client will provide the names and phone numbers of all contracted parties, such as caterers, disc jockeys, bands, musicians, dance / theater coordinators and decorators no less than 14 days prior to Event. All parties should be aware of church policies by client.

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EQUIPMENT

The church has the following equipment available for all Events, depending on availability:

- ◆ 40 - 8' TABLES
- ◆ 32 - 72" ROUND TABLES
- ◆ 12 - 60" ROUNDS
- ◆ 600 FOLDING CHAIRS
- ◆ 7 - COAT RACKS
- ◆ 6 - 30" HI TOP TABLES
- ◆ PODIUM
- ◆ P.A. SYSTEM & MICROPHONES
- ◆ 12 HIGH CHAIRS

If more equipment is required than what the church has available, then additional equipment may be brought in from an outside licensed and insured company at the cost of the client. All equipment brought in for the Event must be removed from the church at the conclusion of Event, unless otherwise arranged. Any loss or damage to the church equipment will result in deduction of security deposit.

TECHNICAL EQUIPMENT

The church has a limited amount of technical equipment that may be available for an additional fee. There is no DJ or Live Music sound system available. Technical and power usage needs should be discussed with the church at least 14 days prior to date of Event. All entertainment must use the stage or be placed next to the stage.

All sound checks and music playing must be coordinated with the church to avoid conflicts with any church activity services.

All wires need to be covered with gym tape or carpeted mats. No duct tape or clear tape is allowed. Any loss or damage to equipment or floor will result in deduction of security deposit.

CHECKROOM

A checkroom is available and must be operated only by the client / caterer. The church is not responsible for any property handled, left behind, lost, misplaced, stolen or damaged in the checkroom of the facilities or anywhere else in/or on the premises at any time.

KITCHEN AREA AND COOKING

The client / caterer is responsible for the handling of all food service requirements including set-up, serving and clean-up. All food service and cake cutting must end at least one (1) hour before Event end time. Use of kitchen is restricted to warming and setting up food up two (2) hours prior to event. All church equipment and kitchen floor must be kept clean and damage free, otherwise, the client will be assessed a fee. Any use of propane, charcoal, flammable fuel or pressurized tanks for cooking is not permitted. Sterno-type portable food warmers are permitted. Any light, warm-up cooking must be contained in the kitchen.

The client / caterer should bring and use only their warming and serving equipment. Any items used from the church will be noted and should be returned. Lost items will be assessed a replacement fee.

The church does not provide any paper or plastic supplies for Event. Any supplies taken from the kitchen will result in deduction of deposit.

The client / caterer must completely clean the refrigerators and the freezer space of Event's products before leaving facility. Caterers and vendors must check out at the end of the Event with custodian of the church. Other arrangements can be made with the church.

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BEVERAGES AND BAR AREAS

Alcoholic beverages must be served by the client's / catering staff. All beverages will be served only from a designated area in the Auditorium and / or from the bar in the President's Room. Liquor must be contained exclusively in the Event venue. Guests may not travel through church or outside of church with any alcohol. All alcoholic beverages must stop being served thirty (30) minutes prior to the designated Event ending time.

No alcohol drinking during set-up of event.

Cash bar is not allowed, unless special event license is provided.

The floor bar area in the auditorium must be covered and kept dry. Containers to ice drinks are available.

Champagne Toast must be done at designated area. No unopened champagne bottles on tables.

Glass bottled drinks are not allowed unless a professional bartender staff service is used. All bottles are to be opened at the bar area. We want to avoid any bottle cap and liquid damage to the floor.

Ice is not provided by church and a freezer may be provided based on availability.

Any damage resulting from bar service will be result in a deduction of security deposit. The beverage policy and procedures will be strictly enforced and the church has right to close the bar early if policy is not followed.

GENERAL CLEANING

The client / caterer is responsible for keeping the entire room clean throughout the Event. All empty cups, used plates, dinnerware and drinkware must be picked up from tables throughout the Event. Sufficient cleaning service staff, either from caterer or staff company, must be available until one (1) hour after Event ends. The number of cleaning staff needs to be provided three (3) days before the Event.

The church will provide carts, garbage cans and garbage bags. Food, grease, bar waste, and any hard matter are not to be put down the drain in any sink in the building. All garbage must be placed in plastic garbage bags and be taken to outside garbage dumpsters by client / caterer.

Equipment, linen and all other items must be removed at the conclusion of the Event.

The church staff will maintain the restrooms and hallways. The church custodian will do a final walk-through at the end of the event.

Any damages incurred and any excessive cleaning required by the church's staff to the equipment, kitchen area, auditorium, and president's room will result in a deduction from security deposit.

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DECORATIONS

All displays and decorations proposed by the client shall be subject to prior approval by the church. It should be provided with the floor plan at least 14 days prior to Event. All preparations for the Event must be performed on the date of the Event and at a designated time. If additional time is required, arrangements can be made. Weekday decorations need to end at 3:30 pm. Client must schedule the removal of all decorations after the event and there must have sufficient staff. Any damages incurred and any excessive work needed to clean the room from Event's decorations is the responsibility of the client and will result in a deduction from security deposit.

Specific Decoration Restrictions will be enforced during event. These restrictions include, but are not limited to:

- ◆ Nothing is to be permanently or temporarily attached to any painted surface, walls, ceilings, bleachers, floors or doors in any church venue.
- ◆ Only table or free standing decorations and signs will be permitted. Masking tape is the only adhesive allowed on wall tiles.
- ◆ No staples or tacks can be used to attach to tables.
- ◆ Votive candles are the only type of candles permitted.
- ◆ Helium balloons are permitted. Objects or balloons filled with water or sand cannot be used as weights.
- ◆ Confetti of any type is not permitted.
- ◆ All flower arrangement must be kept and arranged in a designated area.
- ◆ Only "Gym Floor" tape can be used on any hardwood floor area or stage floor area. No duct tape, no clear plastic tape can be attached. All floor damages are the responsibility of the client.
- ◆ All wires should be covered accordingly.
- ◆ Dance and theater decorations should be monitored.
- ◆ Nothing can be pinned to the stage curtains, as they are fire resisted treated.
- ◆ The church does not provide any ladders and any ladder brought in may not be place against the walls.
- ◆ No signage can be attached to any part of the outside building.
- ◆ No alcohol drinking during set-up of event.

DAMAGE TO EQUIPMENT AND VENUE SPACES

The client is liable for any damage to the equipment and facilities provided under this contract when such damage occurs in conjunction with said event. The church will notify the client in writing of all of the damages and cleaning attributed to the Event. Client may request an opportunity to inspect the equipment and facilities requiring repair, replacement or cleaning because of the Event. Cost for repair, replacement of cleaning will be invoiced to the client

SMOKING

The church is a non-smoking facility. NO SMOKING is permitted inside the church premises. There will be designated smoking areas with cigarette trash cans.

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FACILITY WALKTHROUGH

A church staff member will conduct a walkthrough prior to the load in, during the event and after the load out to assess property conditions. Markings on building interior, flooring (including smoking, stains, carpet tears, etc) are considered damage to the building. Client is responsible for any damage to the church venue and client will be charged for cleaning and repairs as needed. Vendors will also be liable as outlined in their insurance liability coverage

The following items will be shown to client / caterer by the church:

- ◆ Delivery, Kitchen & Main Entrances
- ◆ Refrigerator & Freezer
- ◆ Ovens & Stoves
- ◆ Fire Extinguisher Locations
- ◆ Tables / Chairs
- ◆ Garbage Dumpsters

St. Andrew Greek Orthodox Church Catering Requirements

CATERING REQUIREMENT AGREEMENT

(Signed Copy Must Be Returned with Facility Rental Agreement)

These outlined catering requirements and procedures must be read by the client , event sponsor and caterer prior to Event. It must be signed by the client or event sponsor and a copy must be returned to the church along with Facility Rental Agreement.

EVENT NAME _____

CATERING COMPANY NAME _____

EVENT DATE _____

I have read "catering requirements" document. I hereby agree and understand that I am fully responsible for all requirements, charge fees incurred. I am ultimately responsible for any damages done to the church venue by guests, vendors, contractors, volunteers, and contracted employees.

Client / Event Sponsor Signature

Date