



Food Preparation & Catering Agreement

If you are using your own caterer for your event, it is your responsibility to ensure your caterer has a Non-Retail Food Processing Permit, a Food Services Establishment License, or both and to communicate the below catering rules. **A copy of these rules must be signed by you or your caterer and on file with Metropolitan Pavilion (MP) before you are permitted to load in.**

Your security deposit may be forfeit if your caterer fails to adhere to the below rules.

- No combustible or explosive materials may be brought on premises.
- No open flame is permitted.
- No grilling, barbequing or deep frying is allowed, only Sternos and hot boxes are permitted.
- Heating that generates smoke must be limited to the catering area.
- Caterer must cover with protective paper the area of any floors where they are working, e.g. kraft paper, etc.
- Load-in/Load-out: Caterer is permitted to load in and out only during contracted times and these should be approved by the client. No double parking on West 19th Street.
- Rentals: Caterer is responsible for setting up their rentals, breaking them down and condensing them for collection at the end of the event.
- Garbage: Caterer is responsible for garbage removal from all areas utilized.
- Recycling: You must adhere to MP's recycling program in keeping with New York City law. Recycling stations are located in the kitchen prep areas. Large cardboard should be bundled and tied for collection.
- Cleaning: Caterer is responsible for leaving all catering prep areas in broom-clean condition, with no food or garbage left on site.
- No dumping of ice or liquids into the street, onto the sidewalk, or onto sidewalk trees.
- Staffing: Caterer is responsible for supervising their staff to complete all the above duties. Catering staff must be quiet and not loiter in or around the loading dock.

NOTE:

- Electrical tie-in/tie-out may be required for cooking equipment. Fees will apply.
- Coffee makers often exceed the maximum voltage for a single outlet (122V±); please ensure that your event's coffee makers or other relevant equipment fit our electrical specifications.

I hereby understand and agree to abide by the above regulations on behalf of

_____ (caterer name) in relation to

_____ (event name).

Signature _____

Date _____

Title _____

Please email this completed, signed form to your Event Coordinator