



# Food Preparation & Catering Agreement

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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, barbecuing 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 19<sup>th</sup> Street.
- Nothing is allowed to be left on the loading bay. Everything must be moved directly in/out of the space.
- 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.
- Only water/ liquids can go in the sink. Coffee beans, food scraps etc. must go in the trash.
- 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 submit this completed form to your MP event coordinator 212 463 7099.**