

GUIDELINES FOR CATERERS

I. Requirements

- A. Provide Oklahoma State Department of Health Certificate.
- B. Provide proof of off-site liquor license (if applicable).
- C. Provide a certificate of insurance for general liability in the amount of \$100,000 for any person or property and \$1,000,000 per occurrence for each accident or incident.
- D. Contract independently with the client renting the facility and provide a copy of the client's invoice to the Museum **within seven days** of each catered event.
- E. Pay to the Museum five percent of each contract **within sixty days** of each catered event. This requirement excludes staffing fees, taxes, and any rental items in which the cost is passed on to the client.
- F. Designate two to four supervisors who will undergo an annual orientation session prior to performing services in the Museum to become familiar with the facilities and policies of the Museum. One of these designated supervisors *must* be on site throughout all events catered by that particular vendor in the Museum.
- G. Provide linens, china and flatware as needed. Tables and chairs for indoor events will be provided by the Museum (a full list of equipment is available in the rental policies). Tables and chairs for outdoor events are provided by facility rental clients.
- H. Provide the Museum with references, sample menus, and examples of food presentation which may be presented to clients (preferably in digital format).

II. Policies

- A. Caterer and its employees shall abide by all Museum policies and procedures including but not limited to those contained herein.
- B. Museum rental clients will choose from the list of selected approved caterers to use for events in the Museum. The Museum reserves the right to make exceptions to this rule at its own discretion.
- C. **Museum rental clients are prohibited from bringing in any food, drinks, or alcoholic beverage; all goods must be delivered and removed by the caterer.**
- D. All deliveries must be scheduled and approved through the Museum Facility Rentals and Events office at least one week prior to the event (contact telephone: 405-325-7975 email: reservations@snomnh.ou.edu). Please adhere to scheduled delivery times. Access to the loading dock will not be granted before 4:30 p.m. unless approved by the Museum Coordinator.
- E. **All goods and materials must be delivered to and removed from the Museum through the loading dock entrance located on the east side of the building.**
- F. All catering personnel who enter the facility must be cleared through security and wear a visitors badge at all times.
- G. At least one trained supervisor must remain on-site throughout the event including setup and cleanup.
- H. Cardboard boxes and wooden crates are not allowed past the loading dock area. Use plastic tubs or bags for transporting goods.
- I. **All items brought into the Museum are subject to inspection. Absolutely no live plants or cut flowers are permitted in the building unless the required paperwork has been submitted and approved in writing at least thirty days in advance of the event.** Other organic items such as feathers, furs, hides, basketry, and dried plant materials may be quarantined in the loading dock area. Objects such as display cases, boards, artwork, amplifiers, and speakers must be clean and free of dust, dirt, cobwebs, insect nests, grasses, etc. If items are found to be dirty they will not be allowed into event spaces until clean. Please contact the Museum Coordinator for more details regarding pest management policies and materials that are allowed in the facility.
- J. No *Sterno* or open flame may be used inside the Museum facilities. Caterers must use electrical warmers if necessary. **Foresight should be used in the setup of electrical warmers as not to overload Museum circuitry (no more than**

2000W per circuit). Damages to electrical systems as a result of improper use of warmers and other electrical devices are the responsibility of the caterer.

- K. The Museum cannot guarantee the availability of extension and other electrical cords. All electrical appliances must be in good working condition with no frayed, burnt, melted, or damaged plugs, cords, or electrical components. Care and good judgment should be exercised when placing cords and equipment to prevent hazards to events staff and guests.
- L. Vehicles may not be left unattended inside the Museum loading dock gates. After delivery, vehicles must be moved to the public parking areas before setup may begin.
- M. The Museum has 350 chairs, fifty 60” round tables, twenty 6-foot banquet tables and twelve 32” bistro-style tables available for special events. Requests for tables must be submitted to the Museum Coordinator at least one week prior to the catered event.
- N. The Museum is open for public viewing until 5:00 p.m. Caterers will not be granted access to event spaces until 5:01 p.m.
- O. The Museum cannot guarantee the availability of carts and dollies. If Museum carts and dollies are used, please clean and leave in the loading dock area for storage.
- P. Carts belonging to the caterer are subject to inspection before entering the Museum. Carts must be completely free of food particles, dirt, or any other debris. Caterers should pay special attention to the *bottoms* of carts prior to arriving at the Museum as they may need to be cleaned before entering. Carts not up to Museum standards will be denied entry at the loading dock.
- Q. All equipment belonging to the caterer must be labeled as such. Unightly equipment such as carts may not be stored inside event spaces or in sight of event guests. Please contact the Museum Coordinator if additional storage space is needed.
- R. Catering pantry doors are to remain closed through the scheduled duration of events.**
- S. Outside doors and all hallway doors between the loading dock area and the event spaces must be kept closed except when in use. **Please do not prop doors open.**
- T. Absolutely no food or drink will be allowed in the galleries or the Robert S. Kerr Auditorium. Food and drink are limited to the Great Hall, Foyer, Redbud Café, Oklahoma Rivers Landing, Pleistocene Plaza and Grand Plaza areas.
- U. Serving of alcoholic beverages will be terminated 45 minutes prior to the scheduled event conclusion. The Museum reserves the right to refuse service of alcoholic beverages to anyone based on Oklahoma State Statutes. Left over alcoholic beverages that have been opened must be emptied in the catering pantry drains before the bottles are recycled. All other unopened alcoholic beverages must be removed **by the liquor-handler** from the building following the event.
- V. **Waste generated as a result of catering such as food waste, empty bottles, tableware, etc. is to be removed or disposed of properly by the caterer during and immediately following events.** All trash and catering garbage must be contained in double plastic trash bags (provided by Museum), taken out in covered, wheeled container, and placed inside the large covered dumpster near the loading dock. Under no circumstances will plastic bags of garbage be carried or dragged through the facility. Dumpster lids/doors must remain closed.
- W. **Catering pantry must be cleaned and emptied of all food, garbage, tubs and catering equipment not owned by the Museum immediately following the event.** A checklist for cleanup must be completed by a catering supervisor and checked by Museum Events Staff prior to caterer’s departure.
- X. All items and equipment must be removed from event spaces within one hour of event conclusion so that Museum staff may strike the event. There is no overnight storage available. Items left behind will be disposed of immediately.
- Y. The Museum reserves the right to make exceptions to policies at its own discretion.
- Z. Caterers not adhering to all policies and procedures as set forth by the Museum may be removed from the approved list.