

Arrowhead Acres Caterer Rules/Guidelines

Caterers must provide proof of licensing by a Board of Health and current Liability and Workers Compensation insurance. Copies of insurance, licensing documents and a signed copy of these rules must be faxed to us before arrival on site (Fax 508-278-3841). If you have not been here before, a tour is highly recommended to avoid misunderstandings on the day of the event. Call 508-278-5017 for an appointment.

Items/Facilities Provided

- A 20' X 40' heated and air conditioned caterer preparation area or unlimited space for outdoor functions.
- All the folding work tables you can possibly need.
- Large Formica covered counter top (Do not place anything on counter tops that gets hot or will damage the Formica surface).
- Sink with hot and cold water for hand washing only (Water has been tested by Board of Health; however, it comes from a private well that is not used often. As a result, it sometimes appears discolored and is not for guest drinking.) Bottled water is required for guest drinking.
- Three (3) 20 Amp GFCI 120V circuits with multiple duplex outlets.
- One (1) non-commercial Microwave oven.
- Two (2) non-commercial refrigerator/freezers.
- All tables (guest, appetizer, buffet, head, DJ), guest chairs, limited high chairs/booster seats etc.
- The Bartending Service of New England is the exclusive bartending service for all alcohol served on the premises. Any questions, please contact The Bartending Service of New England owner, Bill Fuller, at 508-400-1709.

Services/Items NOT Provided

- Cooking facilities (stoves, grills, etc.). Most cooking is outside or off-site (Bring a tent if weather is questionable for outside cooking).
- Dishwashing facilities (Dishes may be cleared into trash, but not rinsed in the hand washing sink). Sink drain empties onto the ground outside the building. Any food waste that is rinsed down the drain will require cleanup and will be charged back to the caterer.
- Linens, china, flatware, or glassware.

Things NOT To Do

- Do not drive vehicles into the caterer area (Carbon monoxide concerns, dirt, and rubber marks on the floors etc.). The overhead doors are provided for trade show large item access only. The area is not a garage and does not meet code for vehicles being inside.
- Do not leave the outside doors open unnecessarily or the building will be full of insects (especially night-flying insects attracted to bright light)

- **Do not allow any smoke in the caterer area from grills etc.**

– the smoke detectors are very sensitive. The alarms will sound, the building must be evacuated and the fire department will need to check out the building before guests can reenter.

Cleanliness

- Remove food related waste from the guest tables before you depart. If Arrowhead Acres personnel needs to remove it, there will be a \$50 per hour charge invoiced back to you.
- Leave the Catering Area as clean as you find it.
- Take all trash away with you – replace trash liners in the 55 gallon barrels. **If you choose to leave trash behind there will be a charge to you of \$10 per 55 gallon barrel.**
- If we are removing linens, coffee makers, etc., be sure we know when you are coming back for them and be sure to call before coming. We will assemble all your items inside or outside the caterer area, but cannot be responsible for anything that is missing, damaged by animals, weather, or mold. Other caterers may be working around your materials.

These rules above have been read by me and agreed to. Failure to follow these rules may cause additional charges to be levied against me.

Caterer Name: _____ Signed by: _____