



The following are the regulations applicable to catering firms providing food service for events at the Stranahan Theater and Great Hall.

THE CATERER MUST REMOVE ALL FOOD RELATED ITEMS FROM ALL TABLES. ANY LINENS RENTED FROM THE STRANAHAN WILL BE REMOVED BY THE STRANAHAN. ANY LINENS PROVIDED BY CATERER (FOR FOOD TABLES) MUST BE REMOVED BY CATERER AT THE END OF THE EVENT. ALL AREAS MUST BE CLEANED PRIOR TO THE CATERER LEAVING. AT NO TIME CAN ANYONE OTHER THAN THE CATERER CLEAN THE HALL OR OTHER AREAS USED.

1. Each caterer shall strictly comply with the rules and regulations of the Toledo-Lucas County Health Department (TLCHD).
2. The kitchen in the Great Hall is a catering kitchen, **NOT** a prep kitchen. Food **cannot** be prepared in that area. Cleaning, slicing, carving and any other preparation of fruits, vegetables etc., is considered preparing food and therefore **NOT** acceptable to the TLCHD. **NO** facilities are provided to keep food hot or cold. This is the responsibility of the caterer.
3. The electrical facilities are limited. The use of electrical outlets for roasters, coffee urns, and any other equipment to heat food or drink is subject to approval of the maintenance supervisor to prevent overloading of the electrical system. In addition, **ANY** table covers, cloth or paper, **MUST** be of fire retardant material.
4. During the serving of meals, the caterer has the following responsibility:
 - (A) Where buffet service is provided, employees of the caterer must clean up the areas around the serving tables immediately when food is dropped or any other spillage occurs, to prevent falls.
 - (B) Where table service is provided, employees of the caterer are to immediately clean up any food, drink, broken glass, silverware, etc., dropped on the floor to prevent falls.
5. After the meal is completed:
 - (A) The tables shall be cleared in such a manner to avoid spillage on the tables and chairs.
 - (B) Caterers are required to bus all tables of plates (china and paper/plastic).
 - (C) All garbage shall be deposited in containers provided by the caterer and deposited in the dumpster outside the building.
 - (D) All necessary trash bags **MUST** be provided by the caterer.

6. At the conclusion of the catering portion of the event and after the bar has closed, employees of the caterer have the responsibility to provide general clean-up as follows:
 - (A) Table covers are to be removed and done in such a manner as to avoid spillage on tables, chairs or floor. *This is only if the caterer provides the linen to the client.*
 - (B) Kitchen sinks, serving tables, and counters are to be wiped off.
 - (C) The kitchen floor **MUST** be swept, mopped and left clean.
7. Under **NO** circumstances are dishes, glassware, silverware, cooking or heating equipment etc. to be washed on the premises by order of the TLCHD.
8. All equipment, dishes, supplies, etc. must be removed by the caterer after the conclusion of the event. If the caterer has contracted with a vendor for skirting, supplies, tables, etc., they also must be removed at the conclusion of the event.
9. Trucks/ Vans may be parked at the doors of the Great Hall for loading or unloading **ONLY**. All vehicles must be moved to parking area at **ANY OTHER TIME**.
10. The following requirements are **MANDATORY** for catering at the Stranahan Theater and Great Hall and **MUST** be submitted to the Stranahan Theater Management Office.
 - 4C Commercial Catering License issued by the TLCHD
 - Vendors License
 - Commercial Liability Insurance
 - CURRENT Workers Compensation Certificate of Payment
11. **10% of the gross catering bill must be remitted to the Stranahan Theater, along with a copy of the invoice submitted to the client, within THIRTY (30) DAYS following the event. The client invoice copy is REQUIRED by the Auditor of the theater.** Additional caterers used other than the PRIMARY caterer must remit 10% commission to the Stranahan Theater if over \$500.
12. First time caterers must remit the 10% catering commission and a copy of the invoice to the client **NO LATER THAN 48 HOURS PRIOR TO THE EVENT**.
13. **ALL CATERERS MUST FURNISH ICE AND STORAGE FOR THEIR ICE.**
14. Coffee is **NOT** provided by the Stranahan Theater and Great Hall.
15. Caterers **MUST** have the Stranahan Theater maintenance operators on duty walk **ALL** areas to be certain **ALL AREAS USED** are left clean to their expectations **PRIOR** to leaving the building. A \$300.00 cleaning fee will be billed to the caterer if the areas used are **NOT** left in the same condition as when event started.
16. Soda is **NOT** allowed to be provided by the caterer without the approval of the Director of the Stranahan Theater and Great Hall.

17. Cater to provide all linens for buffet tables and any other food service table seen by the guests. If no linen can be provided, the Stranahan Theater & Great Hall will provide black fitted linens at \$20 per linen. Request must be made one week in advance.

Your full compliance with the rules and regulations set forth is requested as a condition of continuing to provide catering to the events at the Stranahan Theater and Great Hall.