

## Caterer/Craft Service/Food Guidelines

~ Your client's rental agreement's start time is when you (or your team members) can arrive & the agreement's departure/out time is when everyone (including you, other vendors) should be finished/out. If you do not think the time frame is sufficient for you/your team, please discuss with your client to adjust rental agreement time frame. All communication with Garage On York should be through the client/renter.

~ The kitchen is designed like residential (not commercial) kitchen. The space should be treated as if you are catering a party, shoot in someone's home & leave the space as it was found.

~ Food needs to be prepared off site & be ready to serve at the event. The ovens are available for baking/warming up food for small groups & we have a 5 burner **induction** stovetop for reheating sauces, etc. (if using would need magnetic/induction friendly cookware to work with stove top).

~ Caterers/craft service should be self sufficient & bring everything needed for an on location gig (see our list of basics that we have available in the kitchen).

~ If you or your caterer brings in glassware, dishware, silverware, etc. for a larger event, those items can be rinsed off in our kitchen (note ~ any major dishwashing needs to happen offsite/back at the catering facility/your home). Smaller, simple events/shoots using in house dishes is not a problem.

~ You/caterer/Food Stylists should leave kitchen surfaces, sinks wiped down & tidy up any food or drink spills from the floor.

~ Any items in fridge/freezer need to be taken out upon leaving (wipe up any messes/spills inside).

~ Any excessive leftover food needs to be taken offsite by the caterer (or client) & disposed of.

\*\*if not going to be eaten/trashed & is still safe to consume, The Drop Inn Center would happily take as a donation)\*\*

~ If you choose a caterer who drops off food (not returning), client/craft/PA is responsible for tidying up/dealing with any leftovers/disposables (unless you are paying a clean up fee)

~ We encourage recycling and have recycling bins available inside & large rolling recycling cart outside.