****

**RESPONSIBILITIES OF THE CATERER**

1. THE OAKS catering kitchen is located in The Conservatory and is available to the USER’S caterer for food preparation and warming only. The catering kitchen is made available clean and in good repair. Any special requirements should be made known to our staff.

2. The caterer will be responsible for picking up all drink cups, plate, etc. during the event and taking them to the appropriate trash receptacles or the kitchen. Cups and dishes must not be allowed to accumulate. Leftover food must be disposed of in the garbage receptacles. Do not dispose of food in the sinks.

3. The caterer must wipe all tables with a damp cloth after the event and clean any food remaining from the tables, chairs or floor. Any damage to the furniture or facilities evident after an event should immediately be called to the attention of THE OAKS staff on duty.

4. The caterer is expected to restore the tables used during an event and the catering kitchen area to its pre-event condition. Failure to fully clean the tables in both the conservatory and the kitchen area may result in the forfeiture of the USER’S damage deposit if our personnel must complete the task. The caterer is always expected to sweep the kitchen floor and always expected to mop the kitchen floor if there is any kind of food or residue on the floor. After cleanup is completed, a representative from THE OAKS will be available to inspect the facility and clarify any questions regarding the condition of the facility.

5. The caterer is required after the event to remove all trash and boxes to the dumpster located to the right of the chapel. Trash bags are to be left in the trashcans.

6. THE OAKS **requires every caterer to be in full compliance** with the Alabama Board of Health and Bibb County Health Department Guidelines and in full compliance with the Bibb County and Alabama licensing requirements.

7. The caterer is expected to remove all equipment from the premises the day of the event unless a prior agreement has been reached regarding the circumstances under which items can be stored here and for how long.

8. DO NOT USE PACKAGING OR DUCT TAPE TO SECURE ANYTHING ON THE FURNITURE, TABLES OR FLOORS. The cost of any damage caused by such actions and/or necessary repairs will be charged to the USER.

9. Any event during which beer, wine or liquor is served requires the services of a professional bartender. Payment for the services of the bartender is the responsibility of the USER.