



**CHILDREN'S
MUSEUM**
— OF VIRGINIA —
PORTSMOUTH

Guidelines for Caterers

The renter should furnish the caterer with a copy of these guidelines. Both the renter and caterer should sign one copy and return to the address above. We recommend that the caterer make an appointment with Al Schweizer at 757-393-5258 at least four (4) weeks prior to the event for a site familiarization visit.

1. Access to unload is via King Street. There is a roll-up door that can be used for large items. All other items should be taken into the service kitchen that can be entered from Middle Street Mall.
2. Caterers should park in the County Street garage. Parking is free after 7:00 p.m. nightly and on weekends. At other times, parking is \$1.00 per hour.
3. The kitchen has adequate counter space to prepare plated foods. There is a large restaurant-style refrigerator/freezer, icemaker and 3-compartment restaurant-style sink.
4. Caterers are expected to bring their own brooms, trash bags and cleaning supplies.
5. Either the caterer or the renter is responsible for obtaining an ABC license. The license must be visible at the bar throughout the event. While white wine, beer and mixed drinks are permissible, red wine is not.
6. Chafing dishes with "Sterno" inserts are permitted.
7. Candles are not permitted.
8. At the end of the evening, a post-event inspection will take place with the museum's on-site supervisor and the renter or their representative. At that time all floors should have been swept, all surfaces in the kitchen cleaned including the sink. Any floor spills must have been cleaned, trash and leftover food removed from the building.

I have read and agree to the *Guidelines for Caterers*.

(Signature of Renter)

(Date)

(Signature of Caterer)

(Date)

Feb 2011