

Event Planner/ Caterer Responsibilities

1. The event planner/caterers working with Andrea Schwartz Gallery must have copies of their business licenses, certificates of insurance, and proof of workman's compensation on file with Andrea Schwartz Gallery.
2. On the days that Andrea Schwartz Gallery is open, event planner/caterers may not begin setting up until 5:00 PM. Exceptions may be considered.
3. A representative for the event planner/caterer must be on site through out the entire event. Beginning at time of delivery of supplies, until end of clean up.
4. Event planner/caterers are responsible for unloading, setting up, and reloading all their goods. In the event the event planner/caterer not show at the time of arrival of supplies, a \$500.00 surcharge will be assessed.
5. All rented items are to be neatly placed on the designated area by the event planner/caterer after the event.
6. All rented items or delivered goods (alcohol, flowers, video equipment, etc., etc.) must be signed for by the rentee or event planner/caterer.
No Exceptions.
7. Caterers are responsible for maintaining cleanliness in the kitchen and all public spaces of the gallery, including restrooms during the event.

8. Caterers must collect all glasses, dishes, trash, etc. during the event to avoid unsightly pileup. Rental items such as dishes, glasses, silverware, etc. are to be rinsed by the caterer and neatly placed in the original boxes provided. Non-returnable items such as paper items should be discarded in trashcans.
9. Caterers are responsible for all cleaning of the kitchen and all public spaces in the gallery including the restrooms after the event. This includes the sinks, counter tops, trash, and ovens, kitchen floor, and especially the sweeping of the main gallery floors, this includes mopping, if necessary.
10. All garbage bags are to be sealed before the caterer takes them to the dumpster. There will be absolutely no dumping onto the grounds.
11. There is to be absolutely no food or bulk items emptied into the sinks as they clog easily.
12. All empty bottles are to be disposed of in the boxes they came in and carried to the dumpster. Bottles are not to be thrown in the garbage cans. Ice buckets with wraps and corks should be filtered into the trash.
13. Caterers are to provide all necessary tools such as trash bags, can openers, foil, pots, towels, dish detergent, knives, and other supplies necessary to carry out their duties.

Andrea Schwartz Gallery cannot provide any of the above items.