

FENDALL HALL CATERING GUIDELINES

1. Caterer must be in attendance during entire function.
2. No smoking by any person in Fendall Hall.
3. The kitchen is equipped only with only a sink, stove, refrigerator, and microwave. All food should be prepared ahead of time. There is no dishwasher available for use.
4. No deep frying is allowed inside the house.
5. Caterer is responsible for cleanup of all food, beverages, and dishes from inside and outside the house.
6. A broom is stored in the pantry. The kitchen floor must be swept after each event.
7. All food must be removed from Fendall Hall the day of the event or it will become property of the house and will be disposed of immediately.
8. Fendall Hall will supply all garbage bags. The caterer must dispose of trash in the garbage cans located at the rear of the house.
9. No open flame may be used at any time unless approved by the site director. All chafing dishes must have protective pads under sterno containers.
10. Any equipment on the exterior of the building that needs power must be approved by the site director one week prior to the event. This will help us avoid overloading the system at the last minute.
11. All trash containers used inside the house (except in the kitchen) must have a protective tarp under them at all times.
12. All ice chests used inside the house (except in the kitchen) must have a protective tarp under them at all times.