

Fendall Hall Catering Guidelines

- During an event the caterer or their representative must remain on site for the entire event.
- Clean up is the responsibility of the caterer. All food and beverages must be removed. All dishes, glasses and silverware must be cleaned and ready to be put back in storage areas. All cleaning supplies, trash bags, brooms, etc. will be furnished by Fendall Hall.
- The kitchen floor is to be swept. Any spills or obvious food should be removed from the surfaces or floors inside or outside of the house.
- Garbage bags are to be removed from the building and deposited in the trashcans. Trashcans are located near the outside storage building. These may be brought to the back of the house for an event.
- All food must be prepared offsite. A stove, refrigerator and microwave are available for final prep work.
- The kitchen is equipped with a professional dishwasher. Cleaner for the dishwasher is provided by Fendall Hall. The Site Director will assist with the operation of the dishwasher if necessary.
- Chafing dishes should have a protective tray or pad underneath to protect the tabletop.
- Trash containers and ice chest must have a rug or tarp to protect the floors outside the kitchen. Fendall Hall has rugs for this purpose. Check with the Site Director for location.
- Anything brought into the house should be removed on the day of the event. Anything left at Fendall Hall without prior notice to the Site Director will be disposed of at her discretion.
- Fendall Hall has a limited amount of items for use for rental events. These include tables, chairs, tablecloths, napkins, china, glasses, and silverware. Please make arrangements with the Site Director prior to the event to use these items. One month prior to the event is suggested.
- The event host/hostess and caterer should meet with the Site Director to discuss the event at least one month before the scheduled day of the event. This will ensure that all needs and requirements are understood.

Note: It is the responsibility of the event host/hostess to make sure the caterer receives a copy of these guidelines before the day of the event. The host/hostess is responsible for any damages caused by the caterer or their staff.