

The Clubhouse at Turkey Creek Catering Guidelines

- 1. Access Time:** Use of the premises shall be for the time specified in the Building Use Agreement signed by the Sponsor and the Turkey Creek Master Owners Association. Caterer agrees to arrive no earlier than this specified time and to vacate no later than this specified time. Caterer has one hour after event end time to strike, clean up and exit the building. Should additional time be required, the Sponsor will be charged the overtime rate, as outlined in Section 8 of the Rental Use Agreement, for security and event personnel to remain onsite.
- 2. Building Use Regulations:** Caterer acknowledges receipt of the Building Use Regulations for Turkey Creek Master Owners Association currently in effect, and hereby agrees to adhere to each and every regulation contained therein relating to catering service responsibilities.
- 3. Alcohol Consumption:** Alcohol usage must be in accordance with City and State laws and regulations. If the catering contract includes the serving of liquor, Caterer must attest, in writing, that he/she has a license to sell alcohol (because you are selling to your client at some point during the process). Refer to Section 5 of the Rental Use Agreement for additional requirements.
- 4. Smoking:** Smoking is prohibited in all parts of the building at all times, and Caterer agrees to help the Sponsor enforce this regulation. Caterer attests that candles will not be lighted in the building as this may activate the sprinkler system.
- 5. Building Attendant:** Caterer agrees that the TCMOA staff will only be available for the protection of the TCMOA's interest, and will not be asked to assist in preparing or serving food or beverages. TCMOA staff does not handle items that do not belong to the Turkey Creek Master Owners Association, Inc. Therefore, they do not assist with moving chairs, tables, linens, or other items that have been brought into the facility by the caterer, Sponsor, or other outside entity. The caterer is responsible for bringing sufficient staff to remove equipment and décor items that belong to them in the standard one hour.
- 6. Property Insurance:** Property insurance does not cover any item in the building which is not the property of TCMOA. Caterer and caterer's employees agree to be responsible for insuring the safety of all items brought into the building by the caterer. The Turkey Creek Master Owners Association, Inc. assumes no responsibility whatsoever for the loss or damage to property of the caterer.
- 7. Kitchen Facilities:** Caterer attests that the TCMOA kitchen will only be utilized to heat, cool and arrange already prepared food items; food will not be prepared in this area. Caterer will bring their own cleaning products to rinse off dishes.

8. General Procedures:

- Coolers require mats underneath. Check for leaks and condensation prior to the start of the event and address problems immediately.
- Food and drink items should not be dumped over the railing of the balcony, in the loading dock (i.e., punch bowls with fruit, ice) or anywhere else in the proximity of the building.
- DO NOT shake linens onto the carpet.
- DO NOT drag trash bags or ice buckets across the carpet, kitchen floor, or dance floor.
- Empty all trash bins and recycling used in event spaces. Place trash in dumpster at loading dock.
- Clean out drain trap under sinks of food debris.
- Check event space and pick up large food debris from floor/wipe down any spills on tables and walls near where buffet was placed.
- Wipe down counter tops in kitchen.
- Sweep the kitchen.
- Mop entire kitchen floor. Return bucket and mop to storage room.
- Caterer is responsible for any damages incurred due to negligence by staff. Clients contracted with TCMOA will be billed for costs incurred by non-compliance with these regulations and/or negligence.
- Check out with event staff on site.