



### **Catering Information**

It is the Caterer's responsibility to ensure that all of their staff are properly trained in WHMIS, Smart Serve, and Health & Safety and have the necessary insurance. A copy of the Caterer's WSIB is required 2 weeks in advance.

The Stockey Centre shall not be liable to the Caterer or Renter for any interference or inconvenience caused by damage to the Stockey Centre's facilities located therein by repairs, alterations, improvements or construction or by failure or interruption in the supply of water, electricity or any other facility or utility.

Please note that the kitchen is a shared space on the day of the event as the Stockey Staff will be using the dish washer to wash any glasses as needed for the bar and to access the liquor room (located in the kitchen).

### **Entry & Exit:**

The Caterer will have access to the building and kitchen at 10am on the day of the event and must exit the building after completing the Kitchen Checklist no later than 12am.

The Stockey Centre Staff are responsible for the following:

- Setting up the tables and chairs in the Performance Hall, Prelude Room & Lobby as per the floor plan. Caterer to discuss any serving tables with the client to be included on the floor plan.
- Setting up the bar in the corner of the Prelude Room (near the closet)
- Setting up the chairs for the ceremony on the deck
- Staff to work the bar
- Staff are not responsible for any decorations or linens

The Caterer is responsible for the following:

- Setting the tables with cutlery, glasses, plates, etc
- Removing all cutlery, plates, glasses etc after the meal is finished
- Cleaning the kitchen (see attached checklist)
- Putting the requested wine on the tables (\*previous arrangements between Caterer and Renter to be made)
- Linens

What the Stockey Centre provides:

*\*Enough dishware, cutlery & glasses to serve up to 200 people. Exact inventory is maintained*

- Dinner Plates
- Side Plates
- Soup Bowls

- Butter Knives
- Dinner Forks
- Dessert Forks
- Soup Spoons
- Regular Spoons
- Water Glasses (also used at the Bar)
- Wine Glasses (also used at the Bar)
- Coffee Cups
- Limited Pots & Pans
- Adequate Fridge & Freezer space
- Convection Oven
- Double Oven
- Two stainless steel prep stations
- Dishwasher
- Three Dish Sinks
- Coffee & Tea Carafes
- Salt & Pepper Shakers (Some empty, some filled)
- Milk or Cream Jugs
- Water Jugs
- Serving Platters/Bowls/Baskets (Limited selection available)

What the Stockey Centre does not provide:

- Ice
- Coffee Maker
- Serving Utensils
- Linens
- Dish Clothes & Tea Towels
- Sugar
- Stir Sticks