Policy for Catering at Weddings or Events

Last Revised 11/2025

Client or Event Primary Contact: _____

Event Date: _____

The Elizabethan Gardens has set the policies for all caterers at weddings or events at the Gardens as follows:

1. After unloading, vehicles MUST be removed to a parking area outside the perimeter of the chain-link fence to keep the fire lanes clear of vehicles.
2. The caterer **MUST** be at the property for the duration of the event.
3. The caterer must provide the Gardens with a current Vendor Application, with all contact information updated as needed.
4. An ABC Permit must be provided prior to the event and, be on premises during the duration of the event, if serving alcoholic beverages.
5. Only the caterer may serve alcohol.
6. A copy of the Liquor Liability policy must be provided to the Gardens annually. The Elizabethan Gardens, Inc must be named as an additional insured on the Liquor Liability policy. It may be e-mailed to adminassistant@elizabethangardens.org
7. At the end of the night, the caterer needs to let the staff on duty know that they have completed the caterer's checklist, and are ready to depart. Staff will go over the checklist prior to departure.
8. The checklist includes the following items:
    a. All trash must be removed from the property, and placed in the appropriate dumpster.
    b. If the kitchen in Odom Hall was used, it must be cleaned and the laminate floor damp mopped.
    c. Please leave any areas used in the same condition as when arrived.
    d. All oils/fats must be disposed of in proper containers and removed completely from the Gardens. These items may NOT be disposed of in any drain.
    e. All events at the Gardens must have breakdown and clean up completed by 11pm or the scheduled end time. This event ends at: ___Date:___ _____

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Signature of Catering Company Representative

Catering Checklist

- [ ] All trash has been removed, and all bags in the dumpster
- [ ] Odom Hall Kitchen is clean (IF USED ONLY)
- [ ] Caterer's area used is clean and in original condition.
- [ ] Any oils/fats are in appropriate containers and will be removed upon departure.
- [ ] Breakdown & Clean Up completed on time

_____ _____

Caterer's Representative Gardens Staff Member

_____Date