



Dear Catering Captain:

In order to maintain the integrity of the eventgallery, please make sure you pay particular attention to the following...

- We are open for regular business hours Tuesday through Friday from 11:00 AM to 6:00 PM and Saturday from 12:00 to 4:00 PM. Keep in mind that we have office staff and resident artists present at various times, and they may enter/exit the building at various times through out the evening.
- ALL walkways must be free & clear of boxes, equipment, chairs, etc. This is a fire hazard and the department can and will shut down the event for violations. This is for the safety of yours, mine, and our client's safety.
- The Catering Company shall stack and bag, as appropriate, all rental items, equipment, tables, linens, chairs, glassware and china.
- The Catering Company in encouraged to use recycle containers. These are supplied with bags and are able to be disposed of in the same area as the regular trash.
- The Catering Company **shall not** dispose of liquids or ice of any kind into the drains located in the courtyard of the facility, on sidewalks outside or in the alley.
- Please review and check out the Catering Check In / Out list thoroughly
- If you are unsure about anything, please see the Event Manager on duty immediately for clarification.

*We expect your full cooperation, at all times, to exhibit professionalism and maintain our reputation as a first class educational institution, gallery and event center.*

Our goal is to be the best at what we do and host more and more events so that clients may use your services as a caterer.



## Caterer Checkout Sheet

### Check in Policy

- ~ Please check in with the Event Manager
- ~ All deliveries must be scheduled with the eventgallery
- ~ Keep alley door closed at all times (except during loading/unloading)
- ~ When setting up and breaking down rentals, please do not drag drop or pull equipment across the floor.
- ~ Please **DO NOT** lean tables or chairs on walls, windows, pillars etc.
- ~ Locate restrooms ... ask event manager for assistance
- ~ Notify the Event Manager of any accidents, injuries, or emergencies immediately!

### Check Out Checklist

- \_\_\_ Remove trash from all rental areas
- \_\_\_ Stack eventgallery tables and chairs on racks (6 high) and place in the electric room behind the emerging artists gallery
- \_\_\_ Stack all rental items, tables, chairs in the gallery; linens, glassware, china in the catering kitchen
- \_\_\_ Sweep floor of rented area and mop up spills and food
- \_\_\_ Double check for all glassware and trash through out the facility including restrooms, conference rooms, lobby, stairs, elevators, vestibule, and public areas (make sure areas are free from napkins, glasses and food)
- \_\_\_ Wipe down counters in rental area, and kitchen, clean spills on walls
- \_\_\_ Clean kitchen – sinks, counters, coolers, microwave, spills on walls
- \_\_\_ Discard trash and recycle bins, in the appropriate dumpsters in the alley
- \_\_\_ Check out with the Event Manager and sign at the bottom of this page

### *Don't forget...*

- Clean all work surfaces, sweep floors in all work areas
- The events department must be notified of all rentals arranged by you including time of arrival and items to be received before the event.
- Pick up trash in all work areas
- Gather any rental equipment (tables, chairs, glassware, linens etc.)

**THANKS TO EVERYONE FOR ALL YOUR HARD WORK!**

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*Catering Captain*

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*Event Manager*

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