

Catering Guidelines

The following is a list of guidelines for catering events at the Tulsa Historical Society:

- **Prior to the event, the catering service must provide proof of general liability coverage and must have a current Certificate of Liability on file in the Events Coordinator's office.**
THS management reserves the right to approve all caterers.

- **If a professional catering service is not used, client agrees to follow all catering guidelines listed below and submit a signed liability waiver form.**

- **State law STRICTLY PROHIBITS:**
 - **Service of alcoholic beverages to persons less than 21 years of age**
 - **Transporting open containers from the building**
Opened containers (bottles, cans, etc.) may be removed from the building at the end of the event by catering personnel or by the client (lessee) **only**.
THS staff will dispose of any alcoholic beverages left at THS.
Also, glasses & "go" cups of alcohol may not leave the building with guests at the end of the event.
 - **Unattended or self-service alcohol beverage stations.**
This includes kegs of beer, wine carafes, champagne fountains, or wine / champagne bottles on guest tables. Kegs are discouraged, and **only** allowed on tiled floor areas. Kegs are **NOT** allowed on carpeted areas or wood floors. **Kegs must not leak, and must be removed from the building immediately after the event.**

- **A state-licensed bartender (supplied by the contracted caterer or approved by TGC management) shall serve all alcohol.** Bartender should have a copy of their license with them during the event, or provide a copy to the Event Coordinator. Bartender should not be a member of the wedding party, a guest, friend or relative of the client. They are **NOT** allowed to consume alcohol while working.

- **THS management & staff reserve the right to limit and/or cease alcohol service and consumption on the premises before, during, and after an event if the situation warrants.**

- The client's beginning contract time is when all service providers may enter the building to set-up and start decorating, and contract ending time is when all clean-up must be completed and the building is vacated. Any special arrangements must be made in advance with the Events Coordinator. Early entry prior to 11:00pm is an additional fee of \$100 per hour. Additional hours past 11:00pm are \$200 per hour.

- This is a "warm-only" kitchen. There is no oven or stove available for cooking. There is an electric "Hot Box" available to keep hot foods up to temp. There can be **ABSOLUTELY NO FRYING, SAUTEING, GRILLING, OR OPEN FLAMES OF ANY KIND IN THE BUILDING OR ON THE PROPERTY.** Butane or propane torches and hot plates are **NOT** allowed. Electric coil hot plates are allowed. Chafing dishes warmed with sterno gel are allowed during food service only. **Disregard for this rule will result in the removal of the caterer from the "Approved" caterer list, and they will no longer be allowed to work in the building.**

- Candles are permitted inside the building (on tables or fireplace mantles) **ONLY** if they are enclosed in a glass or heat-proof container. Hurricane glasses or tall glass vases are excellent to enclose pillar type candles. Votive candles must also be enclosed in a glass or fire-proof container. All surfaces (tables, fireplace mantles, etc) must be protected from candle wax.

- There are no garbage disposals on premises. **DO NOT PLACE ANY FOOD IN SINK!**

- Coffee grounds may **NOT** be placed in sinks.
- THS does provide an icemaker. It is not necessary to bring in bags of ice for an event; however you should bring ice chests.
- All liquids and ice must be disposed of in kitchen sinks, **not in parking lot area or flowerbeds.**
- THS does **not** supply any linen, dishes, utensils, serving pieces, paper products, aluminum foil, or plastic wrap. The client or the caterer must bring in or arrange for the rental of these items. Remember to bring your own corkscrew, can openers, ice chests, and candle lighters.
- All rental equipment, dishes, utensils, and serving items **must be scraped of food and rinsed** completely if they are left in the building following an event.
- All rental equipment, dishes, utensils, linens, and etc. must be stacked/stored in the loading dock area at the conclusion of the event, **unless instructed differently by the Event Attendant.**
- Caterers, bakeries, florists, musicians, and rental supply companies must contact the Events Coordinator if special delivery arrangements are needed for deliveries to THS before an event. **Do not contact THS directly!**
- All items delivered to THS prior to an event must be stored in the loading dock area.
- Rental items may be picked up the following business day between 9:00 a.m. – 12:00 noon at the 25th Street entrance loading dock area.
- **All trash (including linen hangers & plastic bags) and food must be removed from the building at the conclusion of an event.** This includes all wine bottles or empty boxes.
- All trash should be taken to the large dumpster located on the south side of building by the loading dock.
- Please do not over-fill the trashcans. The liners can break if they are too heavy.
- At the end of the event, new trash liners **must** be inserted into kitchen trash containers. They are located on top of the ice machine. If you need assistance, ask the Event Attendant.
- **Do not stack trash cans inside each other.**
- **At least one catering staff personnel must remain at THS until the event is over,** or until all rental supplies are cleared away, all trash is removed, and kitchen is cleaned. If paper plates, utensils, or cups are used, it is the caterer's responsibility to have all of them disposed of before leaving the facility.
- **If the catering staff leaves before clean-up is completed, it will be the CLIENT'S responsibility to clean, mop and remove trash.**
- Sinks and kitchen tabletops must be cleaned.
- **The kitchen floor MUST be swept and mopped at the end of the event.**
- **The area around all food serving tables, cake tables, guest seating, beverage stations, and bars MUST also be swept free of food & debris, and spot-mopped if spills occurred.**
- The refrigerator and Hot Box also must be cleaned if any food or beverage has spilled inside.
- If in doubt where anything should be placed or what the catering staff is responsible for while at THS, **please ask the Event Attendant!** The Event Attendant is here to answer any questions.

Before leaving the building, please check out with the Event Attendant.