



T U L S A
G A R D E N
C E N T E R

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Linnaeus Teaching Gardens Catering Guidelines



Party Perfect Linens & Event Rental is THE EXCLUSIVE RENTAL PROVIDER for all Tulsa Garden Center & Linnaeus Garden events.

Any linens, china, glassware, flatware, chairs, tables, furniture, or additional items you, your caterer, or your decorator wish to rent for your LG event must be rented & delivered from Party Perfect Linens.

www.partyperfectlinens.com or call 918-258-7368

The following is a list of guidelines for catering events at Linnaeus Teaching Gardens:

- **Prior to the event, the catering service must provide proof of general liability coverage, or must have a current Certificate of Liability on file in the Events Coordinator's office.**
TGC management reserves the right to approve all caterers.
 - **If a professional full-service catering service is not used, client agrees to follow all catering guidelines listed below and submit a signed liability waiver form with additional guidelines.**
- **State law STRICTLY PROHIBITS:**
 - **Service of alcoholic beverages to persons less than 21 years of age**
 - **Transporting open containers from the building**
Opened containers may be removed by catering personnel or by the client (lessee) **only**. TGC staff will dispose of any alcoholic beverages left at LG. 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 and wine carafes or champagne bottles on guest tables and unattended champagne fountains. **Kegs must not leak, and must be removed from the building at the end of the event.**
- **A state-licensed bartender (supplied by the contracted caterer or approved by TGC management) shall serve all alcohol.** Bartender should not be a member of the wedding party or event, a guest, friend, or relative of the client. They are **NOT** allowed to consume alcohol while working.

- **TGC 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 begin set-up and decorating. **Early entry is not possible at the Linnaeus Garden.**
- There can be **ABSOLUTELY NO FRYING, SAUTEING, GRILLING, OR OPEN FLAMES OF ANY KIND IN THE BUILDING OR IN THE GARDEN.** 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.
- Coffee grounds should **NOT** be placed in sink
- All liquids and ice must be disposed of in kitchen sinks, **not** in trash cans, parking lot area or flowerbeds.
- LG does **NOT** have an icemaker. Please be aware that you or your caterer must bring in all ice.
- LG does **NOT** supply any linens, dishes, utensils, serving pieces, aluminum foil, or plastic wrap. The client or the caterer must bring or arrange for the rental of these items. Remember to bring your own corkscrew, can openers, and candle lighters.
- The kitchenette at LG is quite small. There is a residential size refrigerator, small sink & microwave. Counter space is limited.
- **All rented dishes & glassware must be rinsed and racked** completely if they are left in the building overnight.
- Please use the **recycling bin** outside the kitchenette area. If it is full, place overflow next to appropriate container in boxes/sacks. **Do not use recycling containers for trash disposal!!**
- **All trash (including linen hangers & plastic bags) & 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 placed in the appropriate bins just outside the kitchenette door.
- **At least one catering staff personnel should remain at LG 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 break down tables/chairs, clean, and remove remaining trash.**
- **The kitchen floor MUST be swept at the end of the event.**
- **The area around food serving tables, cake tables, guest seating, beverage stations, and bars should also be swept free of food & debris.**
- At the end of the event, please do **NOT** stack trash cans inside each other. New trash liners must be inserted into all kitchen trash containers used that evening. If you need assistance, ask the Event Attendant.
- If in doubt where anything should be placed or what the catering staff is responsible for while at LG, **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.