



# THE TREASURY

30 NORTH SAGINAW · PONTIAC, MICHIGAN 48342 · (248) 535-1434

## OUTSIDE CATERING POLICY

Outside catering will be considered at The Treasury but must be approved by Jeff Jacobs (Venue Director)

Caterer must be properly licensed and insured

Caterer can provide buffet or strolling buffet services only and cannot provide a plated or family style service

Caterer can provide stationary hors d'oeuvres services only and cannot provide passed hors d'oeuvres

Caterer cannot provide beverage services of any type

Caterer must meet be well reviewed and meet high standards of quality and service. The Venue Director will research the caterer and, if necessary meet with the caterer to determine suitability. Caterer will agree in writing to The Treasury's Outside Catering Policy and Procedure Document.

Caterer will provide a buffet staff (minimum of 3 staff member for a buffet 100-200, 4 for 200-300 and 5 for 300-500)

Caterer will provide an additional staff member for each station for a strolling buffet

Caterer will have access to staging area, 2 warming ovens, 2 door reach in refrigerator, trash receptacles and bags

Caterer cannot wash any dishes on premises

Caterer must coordinate services with Hayley Chartier (General Manager) 4 months prior to the reception and make final arrangements 2 weeks prior to the reception

Staging kitchen is to be left in the same condition as it was found

A \$500 cash deposit is required by caterer or client and is refundable at the conclusion of the event assuming the kitchen is left in acceptable condition, policies were followed and no damage was caused by catering team

**There will be a \$20.00 (plus 20% Admin & 6% Sales Tax) per person charge for "outside catering"**

The Treasury will provide china dinner plates, salad plates, dinner forks, salad forks, dinner knives and water goblets

The Treasury will provide staff to set, bus and wash china, silverware, and glassware

The Treasury will provide clear glass hors d'oeuvres plates if necessary

The Treasury will provide clear glass cake plates and dessert forks if necessary

The Treasury will cut, plate and serve cake if necessary

The Treasury will provide heated chafing dishes

No discounts or other promotions are available for events utilizing outside catering