

Gilmore Center External Catering Reminders

Who

- Who will be catering your event?
 - Do they have your contact person name and number?
 - Will the contact person be at the event?
- Who will be cleaning up and removing used items and leftovers?
 - The sponsoring department is responsible for cleaning up all catered items.
 - Failure to clean up after an event catered from the outside will result in a \$100 cleaning charge.

What

- What types of food items are involved?
 - Will the caterer be using any kind of electrical or heating equipment?
 - Will they need an additional table?
 - Tables cannot be placed in the hallway for safety reasons.
- What type of physical set-up for serving will the caterer need?
- The Gilmore Center will be happy to assist you with any missing or forgotten items for an additional charge. A replacement fee will be charged for any items not returned.

Where

- Where is the product being delivered?
 - Did you give them directions to the Gilmore Center including exact room location?

When

- When is the product being delivered?
 - Does your meeting have enough prep time to accommodate the caterer?
- When will they be picking up the leftovers?
 - Caterers must pick up equipment during the time frame of your meeting.
 - If this is not possible, please contact the Gilmore Center Coordinator to make arrangements.
 - Failure to clean up after an event catered from the outside will result in a \$100 cleaning charge.

How

- How much set-up time/space will the caterer require?
 - Please check with Gilmore Center Coordinator to make sure you have adequate prep time.