

# APPROVED CATERED OR NON-CATERED OPTION

Name: \_\_\_\_\_  
 Reservation Date: \_\_\_\_\_ Time Reserved \_\_\_\_\_ Facility \_\_\_\_\_

Facilities Office at: Brazilian Room, Tilden Park, Berkeley, CA 94708 or fax to 510-845-3614

**There are three choices in which to fulfill your catering needs. Please indicate one of the three choices below and return this form to the Facility Office four months prior to your event.**

If you choose to provide your own service and/or food for your event, there are things that you need to pay very close attention to. It is imperative that you understand that UNDER NO CIRCUMSTANCES WILL YOU BE ALLOWED TO HAVE ANY HIRED STAFF OR PROFESSIONALS WORKING WITHIN THE FACILITIES OR ON THE GROUNDS. Instead, they must be unpaid, nonprofessional volunteers, such as family or friends serving the bar, attending to setup and cleanup, food preparation, etc.

**CHOOSING OPTION 1 OR 3:**

- As soon as we receive this form indicating options **1 or 3** we will call you AND SET UP A ONE-ON-ONE MEETING WITH US. This meeting will be in person and the non-catered (potluck) option will be explained in detail at that time. The Manager will give you a packet of information and set up your on site orientation date for your helpers.
- If your food is being prepared by a deli, you must pick it up from the deli. It cannot be delivered to the facility.
- You will be required to pay a fee for using the non-catered option. It will be due 4 months prior to your event..
- A mandatory orientation will be required at the reserved site at lease two to four weeks prior to your event. This orientation will take place by appointment only and for the Brazilian Room will be held on Tuesday evenings. The amount of service staff present for the orientation will vary, depending on the type of event and amount of guests. Typically the following is the breakdown of volunteers:  
 One coordinator, one bar/beverage person, one kitchen person and in addition, one person for each 20-25 guests for a buffet (A sit-down meal will need 1 per 10-15 guests). The bride, groom, and parents do not usually count as any of these people. So, if your guest count is 150 persons your will need a minimum of nine volunteers for a buffet.

Please indicate the choice of catering service you have selected

Yes/No

1) I have chosen one of the approved caterers. They will only be dropping off food. They have not been contracted for full service, opening, and/or closing of the building. I will have family, friends or coworkers attend to setup and cleanup of the facility. I further understand that I must have a non-catered (potluck) orientation and pay the fee associated with it. The Approved Catering company I have chosen is \_\_\_\_\_.

Yes/No

2) I have chosen one of the Approved Caterers. They will provide full catering service for the entire event time. They will open and close my event. The company name is \_\_\_\_\_.

Yes/No

3) I will use the non-catered (potluck) option and I will be using family and friends for the serving of food and beverage, and they will attend to setup and cleanup. I further understand I must have a non-catered (potluck) orientation and pay the fee associated with it. (See below)

<b>FEE FOR USING THE NON-CATERED OPTION</b>	
<b>\$ 50</b> (business meeting with fewer than 50 guests)	<b>\$100</b> (business meeting with more than 50 guests)
<b>\$350</b> (social event ending prior to 7pm)	<b>\$500</b> (social event ending 7pm or after)

*I understand the options listed above and also understand that if I choose option 1 or 3, I may not have any professional or hired staff present (other than the Approved Catering Staff) present - helping with my event at any time during the reservation. If I do, this is grounds for immediate termination of my reservation.*

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_