

**Request for Proposal: Reservable Facilities Vegan/Kosher Caterers –
Districtwide
Questions and Answers**

Q: Do caterers have earlier access than indicated on the time blocks? Ex. for the Brazilian Room's 5pm-12am slot, are we able to set-up earlier? How do the turnovers work if there is a different caterer taking care of the morning time slot?

A: All activity related to each reservation must take place during the reservation period. For example, for a reservation beginning at 9am, access to the building and grounds begins at 9am. No items may be delivered prior to 9am and no vendors, guests, caterers, or reservation holders may arrive prior to 9am. Similarly, all activity and property related to any reservation must end and be off property by the reservation end time. For example, for a reservation made from 9am-4pm, all vendors, guests, equipment, décor, etc. must be off property by 4pm. On days when there are two bookings at the Brazilian Room, the hour between 4pm and 5pm is not available to be reserved or used by any member of the public, caterer, or vendor. Facilities staff will clean and restock the facility during this time. It is important that caterers discuss the specific reservation time with customers early in the planning process.

Q: For non-catered/drop-off formats, is the caterer responsible for opening/closing the facilities as well, just as in full-service formats?

A: Catered Food Drop-Off/Deliveries: Permitted by an Approved Caterer only, and event is considered non-catered. All non-catered rules/fees apply. Caterer is not responsible for opening/closing the facility.

Q: What are the guidelines around alcoholic beverage service? Is hard liquor allowed to be served?

A: Beer, wine and champagne are allowed. See Ordinance 38 for additional information regarding alcoholic beverages allowed on EBRPD property.

Q: While we are applying as a Vegan caterer, we do serve meat dishes such as seafood and chicken, plus vegetarian items (we call this plant-forward menus). From experience, many plant-based/plant-forward groups still opt to serve a meat dish to accommodate their loved ones on special occasions or want certain cultural dishes that still have eggs or dairy in them. Are there contract limitations to the menu we'd be permitted to offer?

A: There are no contract limitation to the menu items you would be permitted to offer.