

**PACIFIC COAST CHURCH
GUIDELINES FOR CATERERS**

A church Event Coordinator will review all procedures with the Caterer. If the contracting party is acting as caterer, the same Guidelines will apply.

Policies and procedures for Client and Caterer

1. No food or drink is to be served or consumed in the carpeted Sanctuary area and back rooms.
2. Caterers are to bring in all kitchen items needed to successfully complete their contracted services, unless otherwise directed and approved by the Event Manager.
3. Caterers are to leave the Church's kitchen, reception areas and any other used areas as they were found, including the thorough cleaning of all counter surfaces and sweeping and mopping of kitchen floor. All brought-in service items shall be removed from the kitchen the day/night of the event. Items left by the caterer will become the property of Pacific Coast Church.
4. Caterers must remove all garbage and recycling from their event **off-site** at the end of their contracted time. An additional fee of \$100 will be charged to client if the caterer fails to follow this procedure.
5. Caterers and or staff of the client shall start a break down at least thirty (30) minutes prior to the contracted end of their event in order to have guests and staff out of the church property by the contracted time. Any use of the church property beyond the contracted time will result in additional charges to the client.
6. Rental deliveries and pick-ups are to be arranged through the Events Manager in advance of event.

I agree to the above policies and procedures for catering at the Pacific Coast Church

Caterer's signature

Date

Client signature

Date