

# The Brookeville Academy Community Center

## Food Service Requirements

**BEVERAGES** - Care must be taken in the setting up of beverage stations or any other moisture problem activity. The caterer is required to provide adequate protection for the floors in such areas. Alcoholic beverages are permitted. Extreme caution is urged in the serving and consumption of alcoholic beverages. *No persons under the age of 21 may consume any alcoholic beverages in accordance with Maryland State Law.*

**CLEANING** - Cleaning of the facility by **the caterer and/or renter** shall consist of the following:

Food preparation areas, function areas and associated public areas will be swept, mopped and/or vacuumed in order to remove any debris. Brooms, mops, and other cleaning supplied are located in the closet next to the kitchen.

Exterior grounds will be left free of any trash or debris that may have accumulated as a result of the catered function.

All trash is to be removed from the building and grounds and placed in trash bags in the designated receptacles at the rear of the Academy. Trash bags are not provided by the facility.

Recyclable products (per Montgomery County guidelines) are to be removed from the building and grounds and placed in the designated receptacles at the rear of the Academy.

All facility furnishings used by the caterer during the function will be wiped clean and left in the original condition and place.

All decorations brought into the facility for a function are to be removed.

**DELIVERIES** - Vehicles must unload from the street using the side or rear entry; no vehicles on the brick pavers or grass. Caterers are to provide their own dollies and/or hand trucks. Delivery of items prior to a function is discouraged, as there is no space or secured area. Caterers should enter the facility within the time frame reserved by the renter. The Town is not responsible for any equipment or property, which is lost or damaged before, during, or after an event. All equipment and property must be removed by the end of the event. If early or a late pick up is required, additional charges may be incurred.

**FOOD** - Food should be delivered to the facility ready to be served.

**FURNITURE** - All furniture is to be wiped clean and left in its original location and condition. **Furniture and accessories are to remain in the room in which they are found, unless a special set-up has been arranged in advance with the Academy Manager; additional charges may apply.** Furniture is not to be used outside. First floor furnishings include six 60" round tables, four 6' rectangle tables, up to 65 chairs, and one coat rack. Second floor furnishings include two 6' rectangular tables, up to 65 chairs, and a lectern.

**KITCHEN EQUIPMENT** – Kitchen equipment includes a commercial refrigerator, two stainless steel work tables, a stainless steel triple bowl sink, and a two-shelf convection/microwave oven. The Brookeville Academy does not have a freezer or ice maker, but a large capacity cooler is provided for ice storage. Please do not discard ice in the lawn area.

**LICENSE** - Caterers must have a current license.

**SMOKING** - **Smoking and the use of tobacco products are strictly prohibited at the Brookeville Academy.** Caterers are expected to assist in the enforcement of the non-smoking requirements.