

## Catering Guidelines

We take pride in the fact that the Historic Courthouse is on the National Register of Historic Places. Most weekends, the Courthouse is rented for back-to-back events. Therefore an efficient transition is essential. We request your cooperation with the following:

1. **The Health Department requires that all caterers be licensed.**  
(The Courthouse requires a copy of State or County license on file.)
2. **Food must arrive either hot or cold.** (The warming oven heats to 190, pre-heating time 60 min.)
3. **The Health Department does not allow food preparation on site.**
4. **The kitchen needs to be left in clean condition at the end of the event. All garbage must be removed and taken to dumpster next to the garage.** (Use of wheeled garbage containers prevents grease and alcohol leakage on wood and carpeted floors.) **Please follow our recycling policy. Do not put the garbage into the recycling containers.**
5. **All equipment, supplies and rental equipment must be removed from the premises immediately after the event** unless special arrangements have been made with the coordinator's office prior to the event.
6. **The kitchen has an independent air conditioning unit. Please, do not open the windows.** If the windows must be opened, the Health Dept. requires that screens be used (beside freezer).
7. **The antique judges bench cannot be used for serving food, wedding cake or beverages. Protective pads must remain on ALL the antique furniture.**
8. **When carving meat in the carpeted areas, the floors need to be well protected.**
9. **No artificial colors to be used in punches.**
10. **Ice sculptures are discouraged. If used, floors must be protected.**
11. **Elevator use for loading & unloading equipment: Use "Service Key"** Turn key to Off when loading. On position to return elevator to automatic use. Please, LEAVE key in the elevator panel.
11. **Alcohol:** For planning purposes, three (3) drinks per adult is a good guide. . No hard liquor, pre-mixed drinks or kegs of beer are allowed on the premises.

### KITCHEN EQUIPMENT AVAILABLE FOR USE ON SITE:

- |  |                                       |
|--|---------------------------------------|
| <b>A.</b> Double refrigerator, open center<br>Removable shelves. | <b>E.</b> Three (3) sinks             |
| <b>B.</b> Freezer  | <b>F.</b> Long center work table      |
| <b>C.</b> Warming oven, heats to 190 degrees                     | <b>G.</b> Two (2) square worktables   |
| <b>D.</b> Stove top, three burners                               | <b>H.</b> Hand sink, soap/towel disp. |