

**Josephine Butler Parks Center**  
**Catering Guidelines**

Please provide your catering company with this list of general guidelines before signing a contract. If you or a caterer has any questions, please ask them to contact the JBPC Program Manager or Program Coordinator. Rules that are not followed will result in a withholding of the event producer's damage deposit. (outside caterers must be approved before contracting)

1. **OUTSIDE CATERING:** All outside caterers (not listed on the [preferred catering](#) list) must be pre-approved by the JBPC Events Team. If the outside caterer is approved, the event producer must make an additional \$750 payment to Washington Parks & People. The caterer must provide proof of licensing and insurance coverage with a minimum of \$1,000,000 aggregate liability coverage to operate at the Josephine Butler Parks Center.

2. **Insurance:** The Event Producer or Caterer must provide an insurance binder per the contract, providing licensing and insurance coverage with a minimum of \$1,000,000 aggregate liability coverage to operate at the Josephine Butler Parks Center.

3. **ROOM LAYOUT:** All events must have a completed layout created by the Event Producer, Event Coordinator/Planner, or Caterer. Please schedule a walk-through with the Events Team to determine how you want the venue set-up for your event. It is mandatory that all outside caterers schedule a walk-through. Outside caterers are requested to schedule walk-throughs on Tuesdays or Thursdays from 2-4pm. A copy of your final floor plan must be given to the Program Manager or Program Coordinator no later than 14 days prior to your event. Early submission of floor plans is extremely helpful in ensuring a successful execution of your event.

4. **EVENT DAY SET UP & BREAK DOWN:** Parks Center staff will follow the submitted floor plan to set-up the venue with the JBPC equipment as you have indicated. If there are significant changes to the floor plan that are requested the day-of the event, there will be an additional fee of \$500 if completed by JBPC. Outside equipment will not be set-up by JBPC staff. Please note that the following pieces of furniture cannot be moved: large conference table, JBPC artwork, and the flat screen TV. If the event requires the tables and chairs to be moved during the event, this will be the responsibility of the catering staff and/ or the event producer. Breakdown is the responsibility of the caterers and/or the event producer.

5. **RECYCLING & WASTE:** We are a non-profit committed to urban greening; recycling is mandatory. Caterers that fail to appropriately recycle will not be welcomed back at the JBPC. Two large trash cans and two large recycling bins are provided by the JBPC. If additional trash cans/ recycling bins are needed, caterers must provide their own. In addition, caterers must provide trash liners. Trash cans must be left in a clean state at the end of the event. All trash and recycled contents must be bagged and disposed of in the dumpster located behind JBPC. If the dumpster or recycling bins are full, the caterer must dispose of the trash offsite. Caterers must not drag the trash bags inside the building or across the parking lot leaving grease and food residue, as any damage will result in a deduction from the damage deposit.

6. **FACILITY USE:** The caterer is expected to leave the facility in good condition similar to the state in which it was found. All food staging areas and food serving areas should be cleaned thoroughly. The caterer is expected to pick up all litter associated with the food and beverages they are contracted for both inside and outside the facility. In addition, the caterer is expected to clean all food and beverage spills during their contracted event time. The onsite JBPC Host will conduct a final walk through with the caterer at the end of the night to document any damage that may have occurred and to review each cleanup guideline. The JBPC event staff will determine if the cleanup is satisfactory. Please review the final checklist below:

***JBPC- Post-Event Checklist***

- Trash liners provided by the caterer.
- All waste removed from the building
- All recyclable items placed in recycling dumpster
- Trash cans left in clean state
- All spills cleaned up properly
- All floors in contracted event space swept/vacuumed and mopped (if necessary)
- All entry areas cleared of signs and swept clean of refuse
- All candle flames extinguished, and no wax allowed to mar Parks Center surfaces
- All food removed unless expressly authorized to be left by the Host
- All kitchen equipment and surfaces thoroughly cleaned
- All outside equipment and temporary furniture removed without scraping floors
- All inventory placed back into the Events Room.
- All furniture surfaces wiped clean (if necessary)
- Parking lot left free of stains and damage
- All event items cleared from ALL ROOMS- including any in storage
- Outside areas (if used) free of litter associated with event
- All damage or problems noted and reported to Washington Parks & People staff
- All clean up completed by the end of reservation time

BY SIGNING BELOW YOU AGREE TO THE ABOVE TERMS AND CONDITIONS:

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Catering Company Rep. Signature / Name and Date

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Event Producer Signature / Name and Date