

PLEASE READ CAREFULLY
[GIVE A COPY TO YOUR CATERER WHEN YOU MAKE ARRANGEMENTS]

TO ALL CATERERS:

1. Caterers using any facilities in the church will be expected to leave the kitchen and reception area in a presentable condition, and to see that the doors and equipment are not mistreated in any way. If any damage occurs, the caterer is responsible for the monetary value.
2. Supplies found in the kitchen (foil, paper goods, perishables, etc.) are for First Baptist Church use only. The caterer will be expected to provide all materials needed for the event.
3. It is the Caterer's responsibility to decide what time the reception area needs to be opened for set up, and to communicate with their client about said time. FBC personnel are not responsible for coordinating this. **For security reasons, keys will not be loaned to anyone.**
4. When the dining hall kitchen is in use it is **required** that the Kitchen Director be present to supervise the use of kitchen equipment. **This is her only duty.** She is not expected to work or assist the caterer or the catering staff in any way. The caterer must render all services within three (3) hours. For every hour exceeding there is an additional hourly charge: \$50 per hour up to six (6) hours, every hour over six (6) hours is \$100 per hour.
5. In the event that alcohol and/or cigarettes are found to have been served by the Caterer, the Caterer will be responsible for a minimum fine of five hundred dollars (\$500), plus any and all fees required by law, including legal fees. He or she will not be allowed to cater any further events on FBC grounds.
6. **IMPORTANT:** In the event the vendor does not adhere to these guidelines, he or she will not be allowed to be part of future events on FBC grounds.
7. **PLEASE OBSERVE THE FOLLOWING CHURCH RULES:**
 - A. **INSIDE THE CHURCH: NO rice, birdseed, confetti, flower petals, etc.**
 - B. **OUTSIDE THE CHURCH: NO birdseed or rice.** (Nothing that may be harmful to living creatures.)
 - C. **There will be no smoking or use of tobacco products permitted in the church buildings or on the church grounds at any time.**
 - D. **No alcoholic beverages may be served or consumed in church buildings or on the church grounds, and any guest under the influence of alcohol will not be welcome.**
 - E. **There will be no use of illegal drugs allowed in the church buildings or on church premises/grounds at any time. Any guest under the influence will not be welcome.**

THE CATERER WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO FACILITIES HE OR SHE UTILIZED.