

CATERING INFORMATION FORM

Only approved caterers are allowed to work within the facility
or to drop off food for your event

Name: _____

Reservation Date: _____ Time Reserved _____ Facility _____

Please note the option for catering your event:

FULL SERVICE CATERING

I will be using one of the Approved Caterers. They will provide full catering service for the event and they will open and close the building.

The Approved Caterer is _____.

If you choose the Full Service option, please return form to the Facilities Operation Office four months before your event.

NON-CATERED OR POTLUCK

I will be using the non-catered "potluck" option. I have arranged for family, friends, or coworkers to set up and clean up the facility, and they will attend a orientation to learn the procedures for cleaning and closing the facility. There will be an additional non-catered fee for this option.

I will have food dropped off by one of the Approved Caterers, but I will be responsible for opening and/or closing of the building. I have arranged for family, friends, or coworkers to set up and clean up the facility, and they will attend a orientation to learn the procedures for cleaning and closing the facility. There will be an additional non-catered fee for this option.

The Approved Caterer I have chosen is _____

IF YOU CHOOSE ONE OF THE NON-CATERED OPTIONS, YOU MUST RETURN THIS FORM TO THE FACILITIES OPERATION OFFICE WITHIN 7 DAYS OF RESERVING YOUR RENTAL –OR– WITHIN 2 DAYS IF YOUR EVENT IS LESS THAN 4 MONTHS AWAY.

CHOOSING THE NON-CATERED OPTION:

- A meeting will be arranged at the Facilities Operation Office at the Brazilian Room to go over the details of the non-catered option. Facility Staff will provide a packet of information and set up an on-site orientation date for all helpers.
- If food is being prepared by a restaurant or deli, it must be picked up from that location. It may not be delivered to the facility.
- You will be required to pay a fee for using the non-catered option, due four months prior to your event.
- A mandatory orientation will be required at the reserved site at least two to four weeks prior to the event. This orientation will take place by appointment only. The amount of service staff for the orientation will vary, depending on the type of event and number of guests. Typically the following is the breakdown of volunteers:

One coordinator, one bar/beverage person, one kitchen person, and one additional person for each 20-25 guests for a buffet. If your guest count is 150, you will need a minimum of nine volunteers for a buffet. A sit-down meal requires one per 10-15 guests. The bride, groom, and parents are not counted as any of these people.

Signature _____

Date _____

Return Form To: Facilities Operation Office, Brazilian Room, Tilden Park, Berkeley, CA 94708
FAX 510-845-3614