



## Caterer Guidelines

Only approved caterers may provide catering services for events held at the Davidson County Community College Conference Center. Caterers must submit an Approved Caterer Application and provide required documentation to be considered for approved caterer status.

### Alcohol Policies

- The serving of alcohol on the Conference Center premises must comply with the campus policies, and all city, county and state laws governing alcoholic beverages. All alcohol must be purchased by the client. An alcohol permit must be provided to the Coordinator, Conference Center & Community Engagement. Alcoholic beverages can only be served for no more than 2 hours. When serving alcohol, food items must be served proportionate to attendance.
- The Conference Center staff and/or catering staff reserve the right to curtail alcohol service to anyone. All guests are required to have a valid I.D. at events where alcohol is served. Unused supplies of alcohol must be removed from the Conference Center immediately after the event.
- No kegs are allowed in the Conference Center; only bottles and cans are permitted. All bar and alcohol service must be discontinued 30 minutes prior to the scheduled end of all events.

### Kitchen Policies

- All DCCC Conference Center carts, utensils, appliances, etc., are to be cleaned and returned to the kitchen at the close of the event.
- All kitchen surfaces are to be left clean, with the floor swept, at the close of the event.
- All food, bottles, etc. should be disposed of in a trash container and placed in the dumpster located at the north end of the building at the close of your event.

### Set-up Times

- Please notify our office during regular business hours when you have committed to an event with the following information:
  - Date and name of event and number of people you will be catering.
  - The expected time that you will need to gain entry into the facility.
  - The expected duration of the event, from set-up through clean-up.

### Cleaning

- Each caterer will be responsible for cleaning any DCCC Conference Center equipment and facilities associated with the catering of an event. Dumpster is located at the north end of the building.
- All caterers are required to remove their equipment and materials at the conclusion of the event. This includes, but is not limited to, tables, chairs, hot boxes, linens, etc. The DCCC Conference Center will not be responsible for any property or equipment left after the conclusion of the event.
- Clients or caterers who do not return the facility/equipment in satisfactory condition will be subject to an additional cleaning charge. A cleaning deposit may also be required for future events.

**Failure to abide by the Caterer Guidelines as well as the DCCC Conference Center POLICIES, PROCEDURES, TERMS AND CONDITIONS may result in removal from the approved caterers list.**