

## CATERER'S POLICY

The Tunica RiverPark Museum offers limited food holding and service facilities for the use of outside caterers during special events held at the museum. The following policy and procedures have been developed for the information of caterers, their staffs and their clients in an effort to promote optimal usage of the facilities and to minimize potential misunderstandings.

- A. Because of the limitations of space and equipment, food served at the Tunica RiverPark Museum must be prepared off-site, and all service supplies (dishes, cutlery, linens, etc.) must be brought in and removed by caterers to be cleaned off-site.
- B. All flowers for an event must be prepared off-site with the exception of large displays that cannot be transported.

Equipment available in the caterer's kitchen includes the following:

- Four well steam tables
  - Ice-cooled cold pan unit
  - Three-shelf stainless steel utility cart
  - 125 lb. ice caddy w/sliding lid
  - Ice machine
  - Coffee maker
  - 1000-watt commercial microwave
  - Heated holding cabinet
  - Three well sinks
  - Dishwasher
  - Refrigeration units
- C. Caterers working at the Museum must have copies of current business licenses, certificates of insurance and proof of workman's compensation on file with the Museum.
  - D. Caterers working at the Museum are responsible for unloading, setting up and relocating all of their goods and supplies using their own hand trucks and dollies.
  - E. Caterers are responsible for maintaining cleanliness in the kitchen during the event and for returning the kitchen to its original state. This includes the continuous collection of dishes and trash during events and the sealing and removal of garbage bags to the rear loading dock.
  - F. Other than the equipment listed, the Museum cannot supply any utensils, service items or storage containers.
  - G. Caterers are responsible for any damages to the kitchen equipment due to abuse and/or misuse.