



THE SIXPENCE

WEDDING • EVENT SPACE

CATERING KITCHEN RULES AND GUIDELINES

We do not require our clients to choose from a pre-approved list of caterers. As such, we kindly ask that you review & adhere to these guidelines.

- Load in is permitted on the southeast side of the covered entrance. After load in, please park your vehicle on the lot, near the garage, across the parking lot. Do not drive on the lawn!
- Adequate catering personnel must be on-site for the entire duration of the event.
- There are eight 6' vendor tables, & two rolling carts available for use.
- There is a food warmer / hot box available for use. All food debris must be removed after service.
- Do not block any doorways & keep all doors closed throughout the event.
- If you need access to the cooler for refrigeration, please communicate needs with the venue manager.
- The ice machine is for The Sixpence use only. If ice is needed, please communicate with the venue or bar manager.
- All beverage service is provided by The Sixpence & our staff will be actively using the kitchen. Please keep the areas around the dishwasher and cooler clear for our service team.
- Do not dump meat liquid, grease or food waste down the drains.
- The dishwasher is for The Sixpence use only. All dishes must be plate scraped into the garbage & rinsed in the far-right sink basin.
- Food is NOT to be left out. Any leftover food may be stored in our cooler, as long as it is covered. Please inquire with the venue manager for access to the cooler.
- All supplies are for The Sixpence use only. If there's something you need, please inquire with the venue manager.
- Caterer is responsible for bussing tables throughout the event.
- Garbage is the caterer's responsibility. Please remove & replace can liners as needed throughout the event.
- Caterer is responsible for food and beverage spills. Please sweep any spillage/breakage promptly.
- The Sixpence provides brooms, mops, & all necessary cleaning supplies.
- **Catering kitchen must be left in the same condition in which it was found; swept, mopped and all surfaces wiped down.**
- The kitchen sink must be cleaned and free of all food debris.
- Garbage must be removed off site at the conclusion of the event.
- All vendor and client property must be removed by the conclusion of the event. Nothing can remain onsite overnight.
- **PLEASE CHECK OUT WITH THE VENUE MANAGER BEFORE DEPARTURE.**

THANK YOU FOR YOUR COOPERATION & ASSISTANCE IN HOSTING ANOTHER SUCCESSFUL EVENT AT THE SIXPENCE!