

# The Brookeville Academy Community Center

## Food Service Requirements

**BEVERAGES** – Provide adequate floor protection at beverage stations or other moisture prone activities. Extreme caution is urged in the serving and consumption of alcoholic beverages. *No one under the age of 21 may consume any alcoholic beverages in accordance with Maryland State Law.*

**CLEANING** - Cleaning of the facility by **the caterer or renter** shall consist of the following:

Food preparation areas, function areas and associated public areas will be swept, mopped and/or vacuumed in order to remove any debris. Brooms, mops, and other cleaning supplied are located in the closet next to the kitchen.

Exterior grounds will be left free of any trash or debris that may have accumulated during the function.

All trash will be removed (including the restrooms and grounds) and placed in trash bags in the designated receptacles at the rear of the Academy. Trash bags are not provided by the facility. Do not mix trash and recyclables.

Recyclable products will be removed from the building and grounds, sorted and placed in the designated receptacles at the rear of the Academy. Place paper/cardboard in the tall brown container and glass/plastic/metal in the small green containers.

All furniture used during the function will be wiped clean and left in the original condition and place.

All decorations and leftover food will be removed.

**DELIVERIES** - Vehicles are not allowed on the brick pavers or grass; all deliveries must unload from the street and enter using the side entry. Caterers are to provide their own dollies and/or hand trucks. Delivery of items prior to a function is discouraged, as there is no space or secured area for storage. Caterers should enter the facility within the time frame reserved by the renter. The Town is not responsible for any equipment or property, which is lost or damaged before, during, or after an event. All equipment and property must be removed by the end of the event. Delivery and pick-up must be arranged in advance with the Academy Manager; if early or late pick up is required, additional charges may be incurred.

**FOOD** - Food should be delivered to the facility ready to be served.

**FURNITURE** - Furniture and accessories are to remain in the room in which they are found, unless a special set-up has been arranged in advance with the Academy Manager; additional charges may apply. Furniture is not to be used outside. First floor furnishings include six 60" round tables, four 6' rectangle tables, up to 65 dining chairs and one coat rack. Second floor furnishings include four 6' rectangular tables, up to 20 arm chairs, and a lectern.

**KITCHEN EQUIPMENT** – Kitchen equipment includes a commercial refrigerator, two stainless steel work tables and a convection/microwave oven. There is no freezer or ice maker, but a large capacity cooler is provided for ice storage. Do not leave ice in the cooler, refrigerator or sink; leftover ice is to be removed or discarded in the street, not the lawn area.

**LICENSE** - Caterers serving public functions must have a current Montgomery County license.

**LINENS** - No linens are provided.

**SMOKING** - Smoking, vaping and the use of any tobacco products is **prohibited** inside the Brookeville Academy and on the grounds. Caterers are expected to assist in the enforcement of the non-smoking requirements.