

HAVEN STREET BALLROOM

# CATERING REQUIREMENTS

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## LICENSE/INSURANCE

1. Provide a copy of the state issued Caterer's License (Traders or Business License is not sufficient). Caterers must be licensed in the State in which they do business.
2. Provide a Commercial General Liability Insurance (COI) in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage. COI must include Host Liquor Liability (HLL) if alcohol is served (or Lessee must secure an independent bartending company that provides the HLL separately for the amount of \$1,000,000). The COI must include an endorsement to Haven Street Ballroom LLC.
3. A TIPS/TAMS certificate must be provided for the Bartender that will be responsible for Alcohol Awareness at the Event. All Events serving alcohol must have a certified TIPS/TAMS Bartender present during the entire event (whether provided by the Caterer or an independent bartending company). The TIPS/TAMS certified must be provided 30 days prior to the event.
4. Both the COI, the HLL and the TIPS/TAMS certificates are to be emailed to [theplan@havenstballroom.com](mailto:theplan@havenstballroom.com) 30 days prior to the date of the event.

## CATERING SPACE

1. Use is limited to electrically powered equipment only (20 amperes max per outlet). The use of propane fuel or open flame for cooking is prohibited. Sterno for keeping food warm is permitted (use only permitted by the Caterer, not the Lessee).
2. Please provide storage for any ice in non-leaking containers/bins, this includes bulk ice in the catering space as well as any at the bar serving areas.
3. The Ballroom does not have a 3-compartment health code rated dishwashing sink to use during the event. No dishes, glassware, utensils may be washed for reuse at any time. Caterer is responsible for ensuring sufficient quantities of all dishes, glassware, utensils are provided, or disposables are used.
4. Sink clogs will be billed directly to the Caterer and by accepting work at the Ballroom, the Caterer accepts liability for all repairs for clogs/damage, including emergency service appointments.

## STAFFING REQUIREMENTS

1. Caterers, at a minimum the Lead for the Event, must stay until the end of the event to ensure that cleanup including trash removal and sweeping is completed and that all items are removed from the venue.
2. The Lead Caterer is to meet with the Ballroom Venue Manager to complete the Check Out prior to exiting the facility.

## ALCOHOL SERVICE REQUIREMENTS

1. All alcohol must be served by an Insured Licensed Bartender (TIPS/TAMS certified, certificate to be provided) with the required Host Liquor Liability insurance provided. No personal bottles or self-service is allowed.
2. Violation of the personal bottle/self-serve policy will result in the confiscation of the alcohol and shutdown of the bar for the duration of the Event.
3. Vendor's staff may not consume alcoholic beverages while on the property during an Event.
4. Legal alcoholic beverage drinking age in the state of Maryland is 21 years old. Under no circumstances shall those under the age of 21 years be served alcohol.
5. Bar staff and Ballroom staff are authorized to close the bar down at their discretion and deny alcohol consumption for any reason.
6. The bar closes one (1) hour before the music has ended, all alcoholic beverages will be removed and placed in a secure location for removal from the premise. Timeline example (this is an example only, determine specific times for your event):  
X = End of Rental Window  
Venue Exit Time = X  
Cleanup start time minimum one hour before = X-1 hour  
Music Ends = X - 1 hour  
Bar Closes/Alcohol service ends = X - 2 hours

## TRASH

1. The Ballroom does not provide trash cans or liners; Caterer is to provide all required trash cans and bin liners needed to sufficiently manage trash during the Event. This includes for the Caterer work area as well.
2. All trash must be removed from the premises at the end of the event, the dumpsters may not be used for trash or recycling.

## LOAD IN/OUT

1. Loading through the rear entrance or front-loading dock only. No loading is permitted via the front steps. Loading and unloading is restricted to 30 minutes per vehicle. Vehicles must then be moved to available parking spots as appropriate for the size of the vehicle.
2. Load in should be completed prior to the start of setup.
3. Presence of a vehicle in the loading area should be limited to 30 minutes to allow other vendors to load in.

## FOOD TRUCKS

1. If a food truck participates in the Event, please notify the Ballroom 3 days before so that we may reserve parking spaces on the day of the Event for the food truck.
2. If a Food Truck is the sole caterer, they must follow the required insurance and licensing requirements as listed above for the caterer. If they are a supplemental food/dessert only their catering license is to be provided 3 days before.
3. Trash and bussing service needs to be arranged either with the Food Truck Vendor or with an independent service if they are the sole caterer for the Event.

SHARE WITH VENDORS BEFORE HIRING THEM TO ENSURE THEY  
ARE QUALIFIED TO WORK IN OUR VENUE