



Caterer and Event Clean-up Procedures

We at Castoro Cellars are pleased you have been chosen to cater an event at our facility.

Event: _____ Date _____
Caterer: _____
Phone: _____ Cell: _____ Fax: _____
E-mail: _____

The following are the policies to be agreed upon by the parties above:

CLEAN-UP: Caterers are responsible for the clean-up procedures at the end of each event. The lessee has paid a \$500 cleaning deposit. It is your responsibility to make sure the event room, grounds, and kitchen look as they did when you arrived in order for the lessee to receive a refund of the deposit.

The following is a checklist to be used on-site:

- Wipe down all counters and tabletops used.
- Take out all garbage.
- Clean up any spills that may have occurred.
- Sweep and mop floors where food prep and service occurred.
- Make sure concrete areas are clean. No grease or food left behind.

INITIAL _____

LICENSE: Caterers must provide a copy of their catering license or registration for our files one week prior to the event's scheduled date.

INITIAL _____

BEVERAGES: All our sodas, wine, and tasting room items are inventoried and accounted for. Please inform your staff not to take items from the refrigerator or off of the shelves.

INITIAL _____

INVENTORY: When removing your own equipment or any rented equipment please be careful that none of Castoro Cellars' inventory is mistakenly put with yours.

INITIAL _____

GROUNDS: Our grounds are used every day during business hours. We take great pride in how they appear. All chairs and tables are to be put back as they were before the event. If they are rented, they need to be placed in an area out of sight of the public view immediately following the event.

INITIAL _____

MISC: One meal is to be provided for Castoro Cellars employees working at the event. Please see event coordinator for number of staff.

INITIAL _____

We hope that you enjoy working here at this facility and with our staff. Should you run into any difficulties during your time here, please inform us right away. This will allow us to remedy the situation as soon as possible, and create a pleasant and safe working environment for everyone. We look forward to working with you on this event and in the future.

Signature of Caterer _____ Date _____