



## 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 Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Following are the policies 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 deposited \$500 for a cleaning deposit. It is your responsibility to make sure the grounds look as they did when you arrived in order for the lessee to receive the deposit back.

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 occurred.

Make sure concrete areas are clean. No grease or food left behind.

Please leave event room, kitchen (if used), and grounds exactly as you found them. INITIAL \_\_\_\_\_

**LICENSE:** Caterers must provide a copy of their catering license for our files one week prior to the event. 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 mistakenly is put with yours. INITIAL \_\_\_\_\_

**GROUNDS:** Our grounds (picnic and garden area) are used every day during business hours. We take great pride in how it appears, so we appreciate that all chairs and tables be put back as they were before the event or as to our specific instructions. If they are rented they need to be put away out of sight of the public view immediately following the event. INITIAL \_\_\_\_\_

**MISC:** Meal provided for Castoro Cellars employees working on 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. Should you have any further questions contact the Events Coordinator at 805.238.0725 or 888.DAM.FINE.

Signature of Caterer \_\_\_\_\_ Date \_\_\_\_\_