



CATERING RESPONSIBILITIES

- Caterers, catering staff, and all vendors may unload equipment and supplies at the side of the Observatory. Parking during the event is available in the overflow parking area next to the entrance gates to the Observatory.
- At the end of the event, place all trash in the covered garbage cans, beside the garage. Please make sure the tops of the garbage cans are securely fastened, due to hungry raccoons. There will be a \$200 fee charged if this is not followed.
- **Double-bag all trash.**
- Please leave kitchen, prep area, and kitchen floor as clean as you found it.
- Please do not leave food, dishwater, or any items in the kitchen sink. Please make sure the drains are clean. Only water, tea, and leftover beverages may be poured into sinks. **Under no circumstance are materials containing fats or solids allowed to be poured into drains.** Caterers/their clients will be charged for plumbing services if clogs occur as a result.
- Ice may be disposed of on asphalt or driveway areas. Please do not dispose of ice on the grass.
- Please break down all Dyer tables and place securely in the Library.
- The caterer, as well as all vendors, is responsible for removal of all boxes, decorations, flower arrangements, etc. immediately following the event.
- Rental Companies must pick up their supplies immediately after the event or the next business day between 9am and noon.
- Events may not extend past midnight. Gates lock at midnight. All clean up is to be completed by midnight.