

## **General Information for caterers**

Please read the following information regarding use of spaces, equipment, processes and expectations for caterers providing food/beverages for private events at the Goodman Community Center.

The Goodman Community Center will charge caterers a pass-thru fee for any event in which caterers use our service kitchen (5%) or commercial kitchen (10%).

The caterer contract must be filled out, and the Center requires a copy of the caterers' proof of insurance.

All food provided by outside caterers should have placecards identifying the name of the catering company at all food serving tables.

### **Service Kitchen**

The service kitchen is a residential-style galley-type kitchen with 10 feet of countertop. Additionally there is a 6-foot stainless rolling table. Caterers will be charge a 5% pass-thru fee.

Appliances include: DCS 6-burner gas range with convection and warming oven, Bunn professional coffee maker (GCC only has one large carafe available. You must bring your own 20-cup carafe if you need more than one), 90-second cycle professional dishwasher/sterilizer, food sink with sprayer, professional garbage disposal, hand-wash sink, and a commercial dual refrigerator/freezer (only one shelf in refrigerator is available for use). Both the oven and refrigerator will accommodate full size sheet pans

The service kitchen is attached to the Center's Community Room A via a coiling overhead door, so please be mindful of noise if there is another private event taking place while you are using this space.

Caterers must bring their own pots, pans, serving dishes and utensils.

One time access to GCC's ice machine in the commercial kitchen by prior arrangement. Please bring your own ice in coolers if you need a large quantity.

Anyone using the Service Kitchen must clean all surfaces and appliances, sweep the service kitchen floor – and wipe up any food spills from the floor. Make sure all appliances are turned off, including vent fan/light.

Trash and recycling in the service kitchen should be removed to the custodial closet after your event. Front desk staff will provide additional trash bags as needed and will unlock the custodial closet for you. Cleaning supplies are located under the sink.

Freezer or cooler space is very limited and is not likely to be available – please plan accordingly. No overnight storage of food items is allowed.

## Commercial Kitchen

The Commercial Kitchen is only available for use by licensed, professional caterers and only as approved by GCC kitchen staff. Proof of liability insurance is required. Outside caterers will be charged a 10% pass-through fee. A Caterer's Contract is required.

The Goodman Community Center operates a public café, as well as provides food for all GCC childcare programs. The commercial kitchen is only available for use Fridays and Saturdays after 4 pm and Sundays have limited availability.

The commercial kitchen has 10 feet of stainless steel work surfaces.

Additional worktables may be set up in the kitchen if needed. *Only one work table may be set up in hallway or alcove due to fire code.*

Appliances include: 6-burner gas range with convection oven, 2 free standing convection ovens, 36" char-broiler, tilt-brazier, professional Bunn coffee maker, ice machine, professional ware-washing machine, professional garbage disposal, 3-basin sink, food prep sink and hand wash sink. Limited space is available (with prior authorization) in walk-in cooler and walk-in freezer. Space may be available (with prior authorization) in the roll-in rack cooler (All caterers' items must be **clearly** labeled!) No overnight storage of food or beverages is allowed.

Caterers must bring their own pots, pans, serving dishes and utensils (although water pitchers and other standard service items may be available by prior arrangement). Caterers must provide an inventory of personal items brought to GCC kitchen.

Use of GCC's china, flatware and glassware is the responsibility of the facility use client (\$3 per place setting). If facility use client has reserved these items, they will be ready for the caterer to use. GCC has a limited quantity of place settings (dinner plate, salad plate, dessert plate, coffee cup, water glass, butter knife, spoon and fork). Using GCC place settings requires reservation of kitchen space as the dishes must be washed at the end of the event (and returned to designated storage location). GCC contracts with a linen service. It is the facility user's responsibility to order table linens, either through GCC, through another company or through the caterer. GCC linens orders must be placed no later than 16 days prior to the event. Once an order is placed, the order may not be modified.

Use of the commercial kitchen requires a GCC staff person to be on duty for the duration of caterers' use of the commercial kitchen. The facility user must schedule and pay for kitchen staff's time. The GCC staff person will offer guidance on appliance usage and provide general oversight and direction. The GCC kitchen staff person **will not**: wash dishes, clear tables, clean the kitchen or clear the event room.

It is the responsibility of the caterer to:

- Clear all dishes and glassware
- Clean all appliances/equipment that have been used
- Clean/wipe down all kitchen surfaces
- Sweep and mop kitchen floor
- Bag and remove kitchen trash to dumpsters at the east side of gym building

- Keep personal items separate from GCC kitchen property
- Do not leave any personal or rental property at GCC
- If using any GCC place settings, these must be washed and stacked as instructed

### **Caterers not using GCC kitchen areas**

Caterers may bring in food/beverages for facility use clients. If caterer does not need to use kitchen facilities, there is no pass-thru fee required. Caterers may still arrange to get a small quantity of ice from the commercial kitchen (contact front desk staff). Freezer or cooler space is very limited and is not likely to be available – please plan accordingly.

Facility use client will request food/beverage tables to be set up in their scheduled spaces for the caterer to bring in ready-to-eat food. Chafing dishes are allowed, however only very limited electric food warmers may be plugged in per electrical circuit.

*Only one work table may be set up in hallway or alcove due to fire code.*

### **Alcoholic Beverages**

The City of Madison governs alcohol sales (download the “Event Planning and Alcohol” brochure from [www.cityofmadison.com](http://www.cityofmadison.com) or call the Licensing Clerk at 266-4601 for more information).

The consumption of alcoholic beverages is permitted during scheduled *private* events at GCC such as wedding receptions (however no alcohol is allowed at any event in the Lussier Teen Center). *Sale* of alcoholic beverages is not allowed at private events and is subject to penalty; charging an entry fee, selling tickets, selling cups or asking for beverage donations where alcoholic beverages are served constitutes sale and is not allowed.

Caterers may not *sell* alcoholic beverages at GCC, even if they have a Class A liquor license at their establishment (call City of Madison Licensing Clerk for detailed information).

*Allowable alcohol sales: Nonprofit agencies may only sell beer or wine if they have received a Temporary Class B Retailer’s License from the City of Madison. A photocopy or PDF of license must be provided to GCC at least one day prior to event. Agency is responsible for following all conditions and rules of the license. Agency must display license at the event. No liquor sales are allowed.*

*Open to the public events providing complimentary beer or wine must also apply for Temporary Class B Retailer’s License from the City of Madison. Hard alcohol may not be provided at open to the public events.*

*Guests are not allowed to carry in their own alcoholic beverages at open to the public events.*

An alcoholic beverage agreement with GCC must be on file with the Facility Use Manager. Serving of alcoholic beverages must end by 9:00 pm Sunday through Thursday and 10:45 pm Friday and Saturday. GCC recommends that a bartender be hired for large events for convenience.

Storage of any individual alcoholic beverages in GCC cooler space is not recommended. Beer in kegs may be stored if space in cooler is requested prior to the event and has been approved by GCC kitchen staff. GCC is not responsible for any items stored in GCC cooler/freezer space. No overnight storage of alcohol is allowed.

**Please call Margo Tiedt, GCC Facility Use Manager, at 241-1574 x228 or email at [margo@goodmancenter.org](mailto:margo@goodmancenter.org) to discuss event catering options and specific details.**

**End of event commercial kitchen checklist (GCC staff in charge: \_\_\_\_\_)**

- Surfaces cleaned
- Floor cleaned
- Appliances cleaned and turned off
- Kitchen trash removed to outside dumpster
- All personal items removed from GCC (including freezers/coolers)
- All furniture and equipment returned to its original location
- All GCC items used (ie: water pitchers/place settings) washed and returned to proper location
- All pilot lights on
- All vent fans/lights off

Caterer contract follows this page.



**Goodman**  
Community Center

### Caterer Contract

*(This form must be filled out and a copy of liability insurance provided)*

Caterer business name (please print): \_\_\_\_\_

Caterer staff in charge name/ phone/email:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Event Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Time you plan to be using GCC kitchen space: \_\_\_\_\_ to \_\_\_\_\_

I, the caterer, agree to the conditions of use for GCC kitchen space. I agree to remit payment in full to the Goodman Community Center within two weeks of the event date listed above

\_\_\_\_\_  
Caterer signature Date

*Please schedule a time to meet with Facility Use Manager and/or GCC kitchen staff prior to the event to go over the event and kitchen needs details: [margo@goodmancenter.org](mailto:margo@goodmancenter.org)*

**.....Please return this bottom portion, along with check, within two weeks after the event.....**

Goodman Community Center  
149 Waubesa Street  
Madison WI 53704

***This information to be filled in after the event.***

# people served: \_\_\_\_\_ Customer name: \_\_\_\_\_

Total food amount billed to the user: \_\_\_\_\_ (excluding tax and gratuity)

(Commercial Kitchen use: 10% of the above amount. Service Kitchen use: 5% of the above amount)

Amount due to the Goodman Community Center \_\_\_\_\_