

General Information for caterers and event planners

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%).

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

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.

Appliances include: DCS 6-burner gas range with convection and warming oven, Bunn professional coffee maker, 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.

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

Ice machine is available in the commercial kitchen by prior arrangement.

Limited cooler/freezer space may be available in the commercial by prior arrangement. All items stored in commercial kitchen must be removed no later than 8:30 pm. No overnight storage of food items is allowed.

Commercial Kitchen

The Goodman Community Center operates a café that is open M-F from 7 am to 8 pm and Sat and Sun from 9 am to 8 pm, which uses the commercial kitchen, so be aware of GCC kitchen staff needs.

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

Additional worktables may be set up in the kitchen if needed. *Work tables may not be set up in hallways or alcoves due to fire code.*

Appliances include: 6-burner gas range with convection oven, 2 free standing convection ovens, 36" charbroiler, 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. Rolling Cambros may also be available.

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 just recently contracted with a linen service. It is the facility user's responsibility to order table 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.

The commercial kitchen will have a GCC staff person on duty for the duration of caterers' use of the commercial kitchen. 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 or clean the kitchen.

It is the responsibility of the caterer to:

- Clear dishes
- Wash dishes
- Clean all appliances that have been used
- Clean/wipe down all kitchen surfaces, including floor
- Keep personal items separate from GCC kitchen property

Caters not using GCC kitchen areas

Caters 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 ice from the commercial kitchen and make a request for temporary cooler/freezer space and possibly other equipment options.

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.

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 (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 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 sell alcoholic beverages if they have applied for 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.

Open to the public events providing complimentary alcoholic beverages must also apply for Temporary Class B Retailer's License from the City of Madison.

Carry-ins are not allowed 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 11:00 pm Friday and Saturday. GCC recommends that a bartender be hired for large events for convenience.

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