



Serving Food and alcoholic beverages at your event

Facility Users are allowed to bring in prepared food, prepare your own food in the Service Kitchen, use a caterer of your choice or use our in-house catering program. All food provided by outside caters should have placecards identifying the name of the catering company at all food serving tables.

NOTE: *If your food event is open to the general community or advertised, a Temporary Restaurant permit is required (unless you are using a licensed caterer on site).* Please contact the Public Health Department for Madison and Dane County at 243-0330 if you have food safety or permit requirements questions. Download a Temporary Food Establishment Permit Application at www.publichealthmdc.com. If your event is ended by Health Inspector officials, you will not receive refund of room use fees.

Potluck events

Potluck events are allowed at GCC. It is the facility user's responsibility to adhere to food safety standards. Help ensure that the food at your potluck is safe by following the food safety guidelines listed at www.publichealthmdc.com. GCC is not liable for food-borne illnesses contracted at potluck events.

Service Kitchen use

Bolz Room A has direct access to the Service Kitchen, a small kitchenette (range, stove, oven, and sink). The Service Kitchen must be reserved when reserving other rooms at the center. The Service Kitchen is adequate for food prep for small events and warming and serving. You must bring in all of your own utensils, pots and pans, place settings, silverware and beverage containers. GCC does not have any disposable products available.

Reserve the Service Kitchen if you need access to water, warming ovens or food prep area. Use of Service Kitchen does not include utensils, cookware, dishware, flatware or water pitchers.

A professional Bunn coffee maker is available for use. If you plan to use the coffee maker, you must bring your own coffee. GCC has only one 20-cup capacity coffee carafe available (by prior arrangement). If you need more than one, you should plan to bring additional. Front desk staff can assist you with coffee filters.

Refrigerator/freezer space is limited to one shelf. No overnight storage of food items is allowed.

Groups 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.

Outside caterers who use the service kitchen will be charged a 5% pass-through fee. A Caterer's Contract is required; see Facility Use Manager. Only GCC approved caterers may cater your event.

Commercial Kitchen use

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; see Facility Use Manager.

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.

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.

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.

Professional Caterers dropping off food without kitchen use

You may choose to have a caterer bring food in to your event. GCC will charge the facility user a fee of up to \$100, depending on the type of event. Nonprofit groups will not be charged this fee, nor will events where food is being donated by a professional caterer. If caterer needs access to a kitchen space, the pass-through fee will apply to the caterer.

GCC's Working Class Catering

The Goodman Community Center offers its own in-house catering service option through the Working Class Catering program. This program is part of GCC's TEENworks job training program where students work with professional kitchen staff to learn culinary arts.

Once you have reserved your room, all Working Class Catering requests must be made through GCC's Catering Manager (catering@goodmancenter.org) or by phone at extension 250.

Prices are competitive and you may choose from the standard menus or work with Catering Manager to create a customized menu to fit your budget.

Using Working Class Catering includes GCC kitchen staff, place settings and set up and clean up of dishware/glassware. A GCC staff person will be on site throughout your event. Additional services/options may be available; discuss options with Catering Manager. Depending on the size and needs of your event, servers/additional staff may be required as determined by Catering Manager at a separate per hour fee. Linens are not included with GCC's Working Class Catering. Linen orders must be placed with Facility Use Manager at least 16 days prior to your event (or you may bring in your own).

Because of food safety liability issues, If you use Working Class Catering, you may not bring in potluck food. Prepackaged, purchased food, however, is allowed (such as store bought cookies, cake or chips/crackers).

Working Class Catering cannot offer private food tastings. Please visit the Iron Works Café for breakfast or lunch.

Serving Alcoholic Beverages

The City of Madison governs alcohol sales (download the “Event Planning and Alcohol” brochure from 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. Overnight storage of alcohol is not allowed at GCC.

Supplies and Services

Table Linens

GCC contracts with a linen service to provide linens for events. All linen orders must be placed with the Facility Use Manager as part of your room use reservation (linen orders must be placed at least 2 weeks

prior to your event, and once ordered may not be changed). GCC does not keep any extra linens on hand. Tablecloths range from \$9 to \$12; napkins are \$7 per dozen. Six colors are available.

If you are using an outside caterer or providing your own food, it is your responsibility to dress your tables with linens, and at the end of your event to return the used linens to the front desk.

If you are using Working Class Catering, GCC staff will fold napkins, place linens on tables and remove them at the end of your event.

Renting place settings and glassware

GCC has a limited quantity of place settings (dinner plate, salad plate, dessert plate, coffee cup, water glass, butter knife, spoon and fork) available for \$3 per place setting. Using GCC place settings require your reservation of kitchen space as the dishes must be washed at the end of your event (and returned to designated storage location by you or your outside caterer).

If you are using Working Class Catering, the standard place settings are included.

Stemware

Stemware is only available if you are using GCC Working Class Catering. A small variety of options are available. Prices and quantity available vary. Please contact Catering Manager for information.

Access to Ice

GCC has an ice machine available in our Commercial Kitchen for ice for beverages for you or your outside caterer. It does not make enough quantity for cold food/beverage storage. Please bring bags of ice in coolers for large quantities. GCC front desk staff can arrange access to the ice machine prior to the start of your event, as long as we are notified in advance)If you are using GCC's Working Class Catering, ice will be provided).

Miscellaneous

Plastic water pitchers may be available (you should bring your own disposable cups).

Portable mini-fridges (2) may be rented. Reserve these when scheduling your room. They are \$25 each.

Cooler/freezer storage space is very limited and must be prearranged and approved by GCC kitchen staff. Access to cooler/freezer space may require GCC kitchen staff to be on duty, requiring a per hour fee.

Soda machine is located at the end of the wood hall. Pepsi products are \$1.