

Sanborn House Historical and Cultural Center Caterer Guidelines

We welcome caterers to the Sanborn House. Below is a list of considerations for the rental client and/or caterer to have on hand for any private rental.

If a caterer would like to be placed on our list of preferred caterers, please contact Courtenay Williams, 617-584-1208, at the Sanborn House office.

Available for use at the Sanborn House:

Appliances: Stove
Sink
Refrigerator
Dishwasher
Microwave oven

Furniture Onsite: 50 wood folding chairs
6 6' conference tables
6 31" wood card tables

Please note that no linens or dishware is available for use at private functions. We recommend that all linens, dishware, and additional furniture be ordered through Peterson's Party Rentals.

Arrangement of rental delivery and pickup, as well as setup of rental equipment, is the responsibility of the caterer and should be handled within the timeframe stated in the rental contract.

The entrance to the ADA-compliant bathroom (next to side door) should remain free of obstacles.

The use of fireplaces is not allowed.

If a grill is to be used in food preparation, the Site Manager must approve its placement ahead of time.

All caterers must carry a minimum of \$1,000,000 General Liability, \$1,000,000 Liquor Liability, and workman's compensation. These same requirements apply to bartending services.

If alcohol is to be served at the event, a one-day permit, along with a copy of the caterer or bartender's certificate of liability, must be filed with the Town of Winchester **at least two weeks in advance.**

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The serving of any food items must be approved by the Town of Winchester Health Department and, if necessary, a Catering Permit must be issued.

The kitchen must be left in the same condition in which it was found, with counters wiped and floor swept.

All trash must be removed from the kitchen, entertaining areas, and bathrooms immediately following the event.

By signing this list of guidelines, you acknowledge adherence to the above rules and regulations. Please return a signed copy to the Executive Director.

Signature

Date