

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.

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 glassware, dishware, silverware or linens are available for use at private functions. We recommend that these items and additional furniture be rented through Peterson's Party Rentals or another rental company.

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 Winchester Historical Society 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.

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

All trash, including recyclables, 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 Winchester Historical Society.

Signature

Date

If there are any further questions, please contact:

Margen Kelsey, Site Manager
781-721-0135 (office), 781-454-9663 (cell)
manager@winchesterhistoricalsociety.org

Note: If a caterer would like to be placed on our list of preferred caterers, please contact the Site Manager.