

Policies and Guidelines for Caterers and Vendors

These policies and guidelines are designed to compliment the ecological mission of the Seymour Marine Discovery Center – a non-profit organization committed to the preservation of our world’s oceans. As representatives of the Center, it is imperative that you and your staff are aware of this mission. We ask for your support in the following ways:

- No Styrofoam (Polystyrene) products. Balloons are prohibited out of doors. Both balloons and plastic bottles are strongly discouraged inside.
- No smoking anywhere on property
- No dumping of any material (sand, ice, etc.) into the outdoor plant area.
- Use of the utmost care and caution around the facility including paper products, etc. in windy areas
- Recycle all materials that can be recycled.

Facility Information

Parking is limited during public hours. Car pooling is strongly recommended! Do not leave vehicles in the fire lane, as they will be towed.

After checking in with Seymour Center staff at the entry desk, please enter through the side door of the La Feliz room. Please DO NOT drive your vehicle beyond the curb. You may back-up your vehicle to the curb for unloading. Please use care and caution as you cross public areas, and remain on established paths.

All details of the event are to be coordinated with your client and the Facility Rental Coordinator no later than two weeks prior to the event. Final details, diagrams and decisions are subject to the approval of the Facility Rental Coordinator.

Outside cooking must be pre-approved by the Facility Rental Coordinator.

Do not block emergency exits.

There is a phone for use in the kitchen with local call capability. You must use a calling card if making a long distance call. For these calls, please dial a “6” before entering in the phone number. There is also an inter-campus phone for use. For these calls, please dial a “9” before entering in the 4 digit extension number.

Other Requirements

Caterers are responsible for all food preparation; catering materials brought into the Center, all clean up during and after the event, and breakdown immediately following the event. All catering supplies and equipment must be removed from the premises immediately following the event. The Center is not responsible for loss of catering supplies, equipment, or any other property, which is under the care and control of the caterer. If storage is required prior to the date of the function, please contact the Facility Rental Coordinator; storage fees may be applicable.

All trash and recycling is to be removed from the property immediately following the event. The kitchen and/or food use area(s) are to be mopped or swept once you are done. Please check exhibit areas for any leftover food, cups, plates, smudges, etc. Please be sure to check that none of our equipment goes home with you. Be very cautious with red wine, berries, etc. that can stain carpet or exhibit flooring. If stains do not come out, you and/or the client will be charged to have the Center professionally cleaned.

I have read the above Policies and Guidelines, understand my company's responsibilities, and agree to the conditions set forth. I accept responsibility to forward this information to any of my staff. Any changes to these policies without written consent of the Facility Rental Coordinator will be considered a violation of this contract.

Caterer

Authorized Signature

Date