

## Knicely Conference Center Alternate Caterer Expectations

### Approval Guidelines

- The event organizer or contact must provide a copy of the waiver provided by Aramark/WKU Catering to WKU Conference Services.
- All outside caterers or food trucks must have a business license to provide catered services at the Knicely Conference Center. No potlucks, family friends or relatives, or non- business entity may provide catering services.
- If food is purchased from a business i.e. take out from Panera Bread, then it is the responsibility of the event organizer or contact to follow guidelines below from prep to clean up.

### Access

- The caterer has use of the service drive at the rear of the building and main entrances (prior to event starting). All equipment load in and load out must occur through the service doors or main entrances. When the event starts all catering vehicles must be parked in the South Campus lot adjacent to the main Knicely Center parking lot. Keep in mind that Aramark/WKU catering vehicles will need to use this service drive, please remove your vehicle after unloading.
- The service hallway and assigned area adjacent to the room in use for the event is available for storing and preparing for the event. The caterer must supply their own materials and not use any building materials.
- There is no access to the kitchen without approval from WKU Staff or Aramark/WKU Catering. No onsite food production or preparation is permitted.
- The use of electricity for equipment (hot boxes, etc.) is limited. Any tripping of breakers will result in service charges from WKU Conference Services, which will be the caterer's responsibility.
- Any damage to the venue will be billed to the caterer for the cost of repair or replacement from WKU Conference Services.
- All preparation and staging are required to be contained to the service hallway or assigned area next to the room that is in use for the event.

### Materials and Supplies

- Any service items in the kitchen are the property of Aramark/WKU Catering and are not to be used.
- Caterer should provide their own materials and supplies for preparation of service of the catering job, including but not limited to tables, chinaware, glassware, etc.
- Any rentals must be managed by a caterer off-site, and no on-site delivery or pick up before or after the event is permitted in the facility without approval from WKU Conference Services.

- The caterer should be prepared to provide their own ice.
- Caterer is expected to provide tablecloths needed for tables where guests are served and for any additional tables requested in the room (unless otherwise arranged with the event organizer or contact).
- Any tables needed beyond guest tables must be communicated via the event organizer or contact, two weeks prior to be included in the event setup order.

#### Hours of Access

- The venue is unavailable the day before the event. Setup time will be coordinated through event organizer or contact and WKU Conference Services. Normally, set up can occur on the day of the event and can be as early as 5 am depending upon the start time of the event.

#### Expectations of Staff While on Premises

- WKU is a tobacco-free campus, and all staff must refrain from the use of tobacco products or smoking of any kind (vape, etc.) inside or outside of the facility.
- All other vehicles for staff must be parked in the South Campus lot adjacent to the Knicely Center lot. The Knicely Center lot is reserved for guests of the Knicely Center.

#### Post-Event Cleanup

- Caterer is responsible for removing trash generated from the event (food, trash, disposables, etc.) and must remove it from the venue and dispose of it off-site. They must not use small trash bins at the facility, which is for daily trash.
- If any disposable service ware is used, the caterer should also remove trash bags from containers.
- All materials, supplies, and personal belongings must be removed for check-out
- Service hallway or assigned areas for set up adjacent to room used for the event must be cleaned after the event and before departure and includes sweeping and mopping (no on-site broom or mop available), and removing trash.
- All equipment and supplies must be removed off-site (including rental equipment/supplies)
- The caterer must complete all post-event breakdown and cleanup within an hour of the conclusion of the program.