

PADDINGTON TOWN HALL

CATERING GUIDELINES

The following guidelines as set by the City of Sydney Council must be adhered to in the delivery of catering service at Paddington Town Hall.

City of Sydney Venue Management reserves the right to insist that adequate labour resources and appropriate standards of catering are supplied for any event taking place within Paddington Town Hall.

Gold Licensed Caterers

Paddington Town Hall maintains an open catering policy however all catering services must be arranged and carried out by an accredited Restaurant and Catering NSW Gold Licensed Caterer.

Gold License accreditation establishes minimum standards for caterers in the areas of hygiene in food preparation, the quality of cooking personnel and management, the existence of appropriate Workers Compensation, and Product and Public Liability insurance.

Kitchen Hire

The Caterer will be required sign a kitchen hire contract and pay a Kitchen Security Bond of \$2,500.00. The refund of the bond is in accordance with Clause 1.05 of the Terms and Conditions of Hire and is subject to the kitchen being left clean and operational.

The Caterer is responsible for all catering equipment while in its control. If catering equipment is damaged or broken whilst in the Caterers control, the Caterer will be responsible for all costs associated with the repair or replacement of the equipment.

The Caterer is required to clean the kitchen and all equipment after use. All rubbish is to be disposed of in the waste bins provided. In the case of excess rubbish, an additional fee of \$800.00 (inc. GST) may be charged to cover costs for the rental of garbage disposal units and one (1) large skip for the loading dock.

Catering Commission

A commission on caterer's fees will be charged to the selected caterer. Catering commission is charged in addition to venue hire and reflects the costs associated with the use, maintenance and upkeep of kitchen and bar equipment.

****Hirers please note: It is your responsibility** to ensure your chosen caterer is aware of the catering commission applicable to your event and the caterer has factored in the commission fee in their catering quote. Alternatively, you (the hirer) may wish cover this cost.

2011-2012 Catering Commission Fees

Event Type	Gala Dinner	Cocktail Reception	*Minimal or No Kitchen Usage
Attendees	Inc GST	Inc GST	Inc GST
<100 guests	\$840	\$555	\$280
100 – 149 guests	\$1,050	\$830	\$415
150 – 199 guests	\$1,260	\$1,090	\$545
200 – 249 guests	\$1,730	\$1,390	\$700
250 – 299 guests	\$2,100	\$1,605	\$805
300 – 349 guests	\$2,630	\$1,945	\$980
350 – 399 guests	\$3,150	\$2,285	\$1,140
> 400 guests	\$3,520	\$2,480	\$1,240

*Minimal kitchen usage - No use of ovens and warmers, and no onsite preparation.

Beverage Service

The City of Sydney Venue Management reserves the right to insist that appropriate standards and quantities of beverages are supplied for the event.

The conditions of the Caterer's liquor licence as set by the NSW Office of Liquor, Gaming and Racing must be adhered to at all times, whilst in the Paddington Town Hall.

An appropriate liquor licence is required to serve and or sell alcohol at Paddington Town Hall. The responsibility for the appropriate delivery, storage and service of alcohol during events held in the venue rests at all times with the holder of the liquor licence. For further information on liquor licences please contact the Office of Liquor, Gaming and Racing www.olgr.nsw.gov.au

All beverage purchases are to be made by the appointed Caterer, under their liquor licence.

Any beverages not collected by the Caterer within 24 hours of the event will become the property of City of Sydney Venue Management.

Produce and Food

The City of Sydney Venue Management reserves the right to insist that appropriate standards and quantities of food are supplied for the event.

The Caterer is responsible for the movement of all catering refuse to the garbage disposal area.

Catering Staff

The City of Sydney Venue Management reserves the right to insist that adequate labour resources and appropriate standards of service are supplied for the event.

All catering staff are required to wear a caterers uniform and name badge at all times whilst in the building.

Catering Equipment

The following catering equipment is available and in working order.

Bar Area

- ESWOOD Glasses Dishwasher
- Cabinet 1: 3-door Glass fridge
- Cabinet 2: 3-door Glass fridge

Kitchen

- Commercial Coolroom 3m x 2m (KCR 25)
- Rational Combi-Oven (cm 201)
- Industrial Bain-Marie (6 mod BMHP)
- APV Waldorf Grill (RN 8400G)
- APV Waldorf deep fryer (FN8120G)
- APV Waldorf deep fryer (SC 323)
- APV 6 burner stove + Oven
- 500L Tuckerbox freezer (H500C)
- Commercial Dishwasher (ES 130)
- 2 x Commercial Food Warmers
- 1 Rheem Instant Boiling Water
- 1 Dumb Waiter to basement level (Liftronic)

Application for Catering at the Paddington Town Hall

If you feel that your organisation is able to fulfil the criteria as stated above, please complete and return the application on the following page to Venue Management as soon as possible.

PADDINGTON TOWN HALL
APPLICATION FOR CATERING

Name of Caterer _____

Contact for Event _____

Address _____

Mobile and Office Number _____

Fax _____

Email _____

Name of Event _____

Event Date _____

Number of Guests _____

Event Description _____

Items to be Actioned by Caterer

- Request, complete and submit kitchen hire contracts.
- Pay \$2,500.00 kitchen security bond.
- Submit current copies of the following documentation to Venue Management:
 - Restaurant & Catering NSW Gold License certificate
 - Liquor License
 - Public liability insurance to the value of \$10 million (Clause 1.76 of Terms & Conditions)
 - Responsible Service of Alcohol (RSA) policy
- Caterers supplying alcohol at an event must register the event with Surry Hills Police Station 14 days prior to their event. Contact: Constable Holt (02) 9265 4142
- A representative from the Catering Company is required to attend a site inspection to view kitchen facilities, and if necessary attend an operations meeting prior to the event.
- Submit a list of catering staff, their allocated duties and RSA certification no less than 48 hours prior to the event commencement for security and liquor licensing purposes.

I agree to the terms indicated in the guidelines above.

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Print Name

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Signature