



## CATERING GUIDELINES

### GENERAL REGULATIONS/INFORMATION

The Cerritos Center for the Performing Arts (CCPA) has established the following guidelines for catering.

- ❖ CCPA will use the following equipment for event setup:
  - 5' x 2 ½' Rectangular tables (when skirting tables, standard table clips do not fit)
  - 67" diameter Round tables
  - 30" & 36" diameter Round sitting tables
  - 30" & 36" diameter Round standing tables
- ❖ Appropriate Linen sizes:
  - 5' x 2 ½' Rectangular tables: 6 feet table drape (no skirting necessary when this table drape is used)
  - 67" diameter Round tables: 120" or 132" round table linen (dependent upon desired length)
  - 30" & 36" diameter Round sitting tables: 90" or 108" round table linen (dependent upon desired length)
  - 30" & 36" diameter Round standing tables: 108" or 120" round table linen (dependent upon desired length)
- ❖ Linens, place settings, pitchers, chafing dishes, and trays are **NOT** provided by the CCPA.
- ❖ Set up – CCPA will have tables, chairs and other equipment designated in the contract in place prior to the User set-up time designated in the contract. User set-up must be completed within the approved reservation time. It is the USER responsibility to notify caterer, decorator or other vendors of the set up time. The appropriate additional hourly fee (to the ½ hour) will be billed to the User if any vendors arrive early for setup.

### EVENT

- ❖ The Sierra Room loading dock is for loading only. After loading, vehicles **MUST** be moved to a parking stall.
- ❖ Catering equipment (i.e. boxes or crates) cannot block any kitchen access doors.
- ❖ Kitchen exit doors must be kept closed after loading or unloading.
- ❖ The Sierra kitchen is licensed for staging use only. Preparation of raw food, frying and baking is prohibited.
- ❖ Any cooking outside of catering kitchen must receive prior approval from CCPA Management. Also, the following conditions must be observed: Caterer/Client must provide a freestanding tent with walls and a floor surface to protect against any food spillage. Please speak with the Event Coordinator if the tent will be over 200 square feet.

### CLEAN UP

- ❖ Any spillage on kitchen floor must be mopped up.
- ❖ All trash must be placed in proper receptacles. Food must be disposed of in trash receptacles.
- ❖ All ice must be disposed of in drainage outlets, **NOT** left on the grass or walk ways.
- ❖ **NO** property can be stored overnight, either prior to or following rental period. In addition, deliveries will not be accepted prior to the scheduled time specified in the contract.
- ❖ Clean-up/breakdown is to begin immediately following the event and must be completed within 1 ½ hours after the designated event end time. Events that require a longer break down time will be charged an additional fee. The CCPA is not responsible for items that are left behind after an event.