



3801 Broadway ~ San Antonio, TX 78209~ Fax: 210-357-1883

Guidelines for Caterers/Vendors for “Taste of the Heights”

The Events Staff and Witte Museum Security will enforce all of the following guidelines. The Museum staff strives to be as accommodating as possible to caterers, but please remember that these are museum facilities, not convention or banquet facilities, and the museum has strict usage regulations due to the uniqueness of its contents. Please respect these regulations.

Effective June 2011: The Witte Museum is a smoke free environment, indoors and outdoors. No smoking will be permitted on campus during any event. Guests will be asked to go outside of the Witte campus in order to smoke. We appreciate your cooperation in helping us to enforce this new initiative.

Requirements:

The participating person must sign the Guidelines for Caterers. The Witte Museum must have these documents on file one week prior to the event. You will not be able to participate in the “Taste of the Heights” if these documents are not returned in a timely manner.

Set-up:

1. Set up and decorating in public areas of the museum (e.g., veranda, courtyard, Prassel foyer, etc.) is not permitted until 3:00 pm. In addition, decorations may not be attached in such a way as to leave any type of mark on Museum property.
2. Caterers will be entering through the Tuleta Gate. The Witte Museum is not responsible for loss of, or damage to, rental items.
3. Caterer may not block any doorways with tables or any other set up. Doorways that lead into the museum or outside are fire escapes. They need to remain clear in case of fire and or emergency.

Clean-up:

1. **The caterer/vendor is responsible for clean up of all areas of the Museum used during a special event. This includes removing all trash in their area generated during the event. Any stains or spills are to be cleaned immediately. Remove straws, bottle caps, etc. from ground before leaving.**
2. The Witte Museum provides garbage cans with bags for use by the caterer/vendor. The cans are to be emptied regularly. All trash must be taken to the dumpster.
3. All beverages and foods must be removed immediately following the event.
4. All decorations must be removed.

5. All deliveries must be removed from the museum grounds the evening of the event.
6. **Decorating with glitter, confetti, aerosol string, etc. is not permitted. Loose red rose petals are not allowed outdoors or indoors.**

Alcohol:

1. Alcohol must be served by a TABC Certified bartender.
2. The caterer has the right and obligation to refuse to serve liquor to anyone less than 21 years of age or anyone deemed intoxicated. **Bars must be closed 30 minutes prior to event conclusion.** Any remaining alcohol is to be removed immediately after the event, unless other arrangements are made with the Special Events Department prior to the event.
3. No margarita machines or kegs are allowed indoors.

Cooking:

1. Frying and grilling are allowed outdoors only. Only sterno units may be used indoors. Please note: The Witte Museum's fire alarms and smoke detectors are highly sensitive. Any cooking indoors **will** cause these alarms to go off. Grease must be stored in sealed buckets provided by the caterer and must be disposed of in the Witte's dumpster or removed from the property completely. Proper drip pans must be used under grills. Extinguished coals and ash must be disposed of off-site.
2. All cooking surfaces (e.g., propane burner units, grills, etc.), which are used outdoors **must be attended at all times** once fire is started.
3. Caterers are required to furnish one fire extinguisher within 15' of each flame (such as sternos). **All candles must be contained within glass.**
4. **Do not dispose of ice on grass, flowers or shrubs. Ice can be disposed of in the kitchen sinks or on the loading dock.**

Witte Museum Guidelines for Caterers/Vendors

Please sign and return no later than Thursday, September 08, 2011.

I, as representative for the caterer: _____ agree to follow the guidelines as stated above. I further agree to communicate these guidelines to all staff that will be involved in working any event held at the Witte Museum.

Event: _____ 18th Annual Taste of the Heights _____

Date of event: _____ Thursday, September 22, 2011 _____

Please return a signed and dated copy for our records.

Signature

Title

Phone Number

Date

Please Initial the following:

The Witte Museum is a smoke free environment, indoors and outdoors _____

Clean up of area used is the responsibility of the caterer/vendor _____

Set up in public areas is not allowed until 3:00 pm _____

Only sterno units are allowed indoors _____

Alcohol service must end 30 minutes prior to conclusion of event _____

No doorways leading inside or outside of the museum will be blocked _____

Decorating with glitter, confetti, aerosol string, etc. is not permitted. Loose red rose petals are not allowed outdoors or indoors. _____