

Kitchen Committee Information and Contract

Fees:

1. Serving at events:

Base Fee*:

Small group (>100 guests) \$50

Large group (>100 guests) \$100

~ each server** required: \$15/hr.

*base fee is payable upon submission of rental contract

** number of servers required is at the discretion of the Kitchen Committee

2. A \$75 fee will be charged to cover supervision by the Kitchen Committee chair during an event of any non-member. This charge is not applicable if the Kitchen Committee will be providing servers.
3. On site wineglass and tablecloth rental policy is as follows:
 - Per wineglass: \$0.25 rental fee
\$1.00 fee for each broken glass
 - Per tablecloth: \$7 rental fee if we wash
\$4 rental fee if rental party washes
\$17 fee if returned damaged or excessively dirty

Kitchen Committee event server responsibilities:

1. Arrange food table(s) as instructed
2. Make coffee, tea, punch, pour wine
3. Keep tables supplied with food, plates, cups, silverware, cream, sugar, etc.
4. Refill coffee, tea, punch as needed
5. Clear dishes and food from tables
6. Wash dishes following the event

Rental party responsibilities:

1. Set up and take down all tables, chairs and decorations
2. You (or your caterer) purchase and deliver the prepared food to the kitchen and instruct us on table set up and serving.
3. Provide punch ingredients and recipe
4. Provide a copy of the program
5. Provide containers for leftovers
6. Supply: ice, coffee, tea, sugar, cream, softened butter, napkins, punch cups, doilies for trays/cake, cake knife, any other necessary paper products
7. Remove all food and decorating supplies from the kitchen after the event.
8. Remove all trash after the event.
9. Leave tablecloths on kitchen island if you have paid the cleaning fee.
10. Any item or equipment broken or damaged is to be replaced or repaired to its original condition.

Rental parties have full use of the kitchen and its inventory as listed below. Rental party must provide their own consumables and paper products. Any equipment/item broken or damaged is to be replaced or repaired to its original condition.

Inventory:

246 dinner plates
250 salad plates
245 soup bowls
250 coffee mugs
250 place setting of silverware
2 punch bowls
several stainless serving bowls (various sizes)
several round and rectangular serving platters
salt/pepper shakers
limited number of cream and sugar servers
100-cup coffee perk
2 large chafing dishes
2 large roasting pans
2 large stainless crockpots
6 stainless coffee carafes
4 stainless tea carafes
plastic water pitchers
2 large baskets for buns
6 round maroon tablecloths
4 rectangular maroon tablecloths
6 rectangular black tablecloths
Miscellaneous equipment/serving utensils

Available for an additional rental fee (see appendix 1):

32 round white tablecloths
250 wine glasses

The kitchen equipment and supplies are the property of CCS and are not to be removed from the building.

Contract

I/we have read the **CCS Kitchen Committee Information** and agree to abide by this contract.

Rental party: _____

Complete this portion if you require Kitchen Committee event servers:

Event Date: _____

Event size: _____

Base fee (due immediately): _____

****Invoice for balance will be sent following the event.**

Kitchen Coordinator: _____

***retain a contract copy for Kitchen Committee files with form of payment notation.**

On-site wineglass and tablecloth rental agreement

Appendix 1

Item	Rental Fee		# required		Total
Wineglasses	\$0.25	x			
Tablecloths: we wash	\$7.00	x			
Tablecloths: you wash	\$4.00	x			
				GRAND TOTAL:	
				payable upon completion of agreement	
<i>Applicable charges for excessively dirty, broken or damaged rental items; to be completed after event</i>					
Item	Fee		# of damaged/broken items		Total
Wineglasses	\$1.00	x			
Tablecoths	\$17.00	x			
				GRAND TOTAL	
Event Date:					
Rental Party:					

Kitchen Coordinator:

Today's date: