

RENT ROULETTE

ROULETTE CATERING SERVICES GUIDELINES - PRODUCER

Liabilities and Responsibilities:

The Producer has elected not to hire a professional caterer to serve food and beverages (The Catering Service) at the Producer's Event and is therefore liable for all staff and volunteers involved with the service of food and beverages during the Event and responsible for all fines incurred due to health code violations and the improper handling of food. The Producer/Client must sign the Liability for Catering Services Staff waiver provided in a separate document.

The Catering Service is responsible for:

- Receiving & setting up rental orders & equipment
- Providing service staff
- Supplying all food and beverage serving-related items including ice, cups, linens, serving utensils, etc.
- Bussing, serving, and attending to the food & beverage service throughout the Event
- Breaking down and cleaning up all rental items
- Wiping down and returning all Roulette items
- Checking out with Roulette's Event Liaison at the conclusion of the event prior to leaving.
- **All trash associated with food and beverage service must be managed during the producers' rental period; this period includes all set-up and breakdown.** This includes:
 - Bussing throughout event
 - Bring all trash down to the trash room in the basement
 - Proper disposal of recyclable materials (follow protocols detailed in [Roulette Clean-Up Protocols](#))

Roulette will charge the Producer a \$300 cleaning fee if the Producer or Caterer doesn't leave the space free of debris and/or doesn't comply with Roulette's policies regarding trash and recycling.

Clean-up Protocols

We have 4 sets of 3 garbage cans next to each other throughout the space that will need the team's attention: one is WASTE (non-recyclable garbage in black bags), one is RECYCLE (cans, bottles, and plastic in clear bags) and one is PAPER (clear bags). We prefer to keep these sets together, but if you choose to move them always keep one "WASTE" and one "RECYCLE" can be paired together so recyclables don't end up in the waste can.



There is one set on each side of the doors inside the ballroom, one set next to the bar, and one set on the landing of the stairs leading to the balcony. The cleaning team should do regular rounds and take trash bags down to the garbage room (see picture below). Please **do not let the bins or bags get full or over full**- we try and keep the bags of garbage light and manageable. Try to keep all the recycling in the same bins, separate from all the other garbage. Everything in the trash room is clearly labeled. If you fill all the available trash bins in the basement, continue to stack garbage with the **bin lids open**. There are extra bins labeled for trash room overflow.

Garbage cannot be left on the floor.



TRASH and RECYCLING DOs and DON'Ts

- Please **do** breakdown, collect in bundles, and place all cardboard boxes in recycling bags
- Please **do** double bag if there are leaks
- Please **don't** let the bags get too heavy - It's best if bags are filled halfway when filling with bottles or anything heavy
- Please **don't** mix garbage with recycling in the bags and the bins. Bins should be clearly labeled "Trash" and "Recycling"
- Please **don't** deposit loose garbage into the large bins in the trash room. All garbage should be consolidated in bags before being added to the bins.



There are 5 round bins and 2 blue bins stacked up in the back of the garbage room that can be brought up during busy events if needed. They are all labeled clearly.

You will find back stock of garbage bags and other cleaning supplies on the shelves in the garbage room behind the door (see picture below).



Things to keep in mind

- If you notice that a garbage bag is leaking, please **double bag** it immediately and mop any mess that has been made.
- Do not let bags get completely full! Try to collect them when they are $\frac{1}{2}$ or $\frac{3}{4}$ full.
- Garbage cans throughout the space need to be re-lined every time they are emptied
- The kitchen fridge must be cleaned and cleared at the end of every rental.

The Catering Service must comply with all applicable Roulette rules and regulations:

- Approximately 4 weeks prior to the event, a walk-through must be held to go over the details of the event with a member of Roulette's Special Events team. The caterer and producer must both be present for this walk-through.
- Roulette's kitchen is approximately 15'x17' and equipped with a full-sized refrigerator with a freezer and a triple-compartment industrial sink. Cooking is not allowed in the kitchen or anywhere in the venue.
- We have six (6) 120 Volt 20 Amp (NEMA 5-20R) circuits in our kitchen. There are no 220 Volt outlets in the kitchen, and our kitchen cannot accommodate NEMA L5/L6 twist lock plugs.

Roulette's Event Liaison and Engineer on-site for the event will help connect your items so as to avoid overloading circuits and causing outages.

- Electrical requirements and a detailed list of equipment (coffee makers, fryers, hot plates, ovens, etc.) and amperage for each item must be submitted to the Roulette Special Events team at least 2 weeks prior to the event. Caterers are responsible for providing all the equipment required for servicing the event; including all equipment for food handling, food presentation, and food service.
- If you are using a fryer, you **MUST** alert the Roulette Special Events team at least 7 days prior to the event and must take the discarded oil with you after the event.
- Large open flames (e.g. no gas stove tops or torches) are not permitted at Roulette. Candles and chafing dishes with small warmer flames are permitted.
- If staffing an open bar, the Catering Service must ensure that all alcohol and consumables (including ice) are stored at least six inches off the ground throughout the event and that all DOH regulations are followed and adhered to. It is the responsibility of the Producer and Caterer to ensure all DOH regulations are being followed.
- The Catering Service must comply with all policies and guidelines set forth by the New York City Department of Health and Mental Hygiene. The Catering Service is accountable for following these guidelines and agrees to cover any costs incurred due to health code violations as a result of improper food handling, including improper food preparation of food intended to be served at Roulette on and off-site, and any improper food storage occurring before, during or after the agreed upon event time. The Client/Catering Service is accountable for any costs incurred as a result of a health code violation as

a result of improper food handling. The Health Code policies will be addressed in a separate addendum, which is to be signed by the Catering Service 30 days prior to the Event.

- Rental items like dishes, ovens, linens, equipment, and tables MAY NOT be dropped off or picked up outside the rental period without permission from the Roulette Special Events team. Rental items must be picked up by the rental company on the night of the Event. They MAY NOT be left overnight at Roulette.
- Absolutely nothing may be taped, stapled, glued, nailed, or otherwise attached to the walls or ceilings. You may use painter's tape if you need to put up signage.
- A waterproof mat must be used under any and all bar areas, or areas where leakage may occur. Only leak-proof containers or coolers may be used, and all containers holding liquid or ice must be placed on a waterproof mat. If using a galvanized bucket, it must be lined with a trash bag prior to adding ice. **The Producer is responsible for the cost of repairing any damage done to the hardwood floors due to leakage**
- The space can be accessed by a ramp from the street. Roulette does not have an elevator.

 I have fully read Roulette's Catering Services Guidelines

Name & Title

Organization

Signature

Date

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