

LACA Kitchen Usage Agreement

Ludington Area Center for the Arts will provide a kitchen that is clean, sanitized and free of obstruction. The kitchen is equipped with a refrigerator, freezer, ovens, dishwasher, garbage disposal, small microwave, double sinks and workspace.

NOTE: If the event is catered (with no food stored, cooked or prepared onsite), the cost to rent the kitchen is waived.

If food preparation is involved, kitchen use fees will be charged and the following requirements must be met:

- The person using the kitchen must be a Serv/Safe qualified person and a copy of their certificate must be provided to LACA.
- Caterers or event personnel should tour LACA facilities at least THREE weeks before event
- The menu must be submitted to the LACA staff for approval THREE weeks before your event.
- The LACA reserves the right to prohibit any food or beverage that can be potentially harmful to the property and/or its contents. Renter assumes carpet cleaning responsibility if spillage occurs in carpeted areas.
- Caterers must check in with the LACA staff or designated volunteer upon arrival on the day of the event.
- All deliveries, either on carts or handheld, must be made through the back door
- There is no parking in the lot behind the Center; this is for loading and unloading only. Parking is available in the public lot just south of the Center across Loomis St.
- The caterer/rental company must provide all linens, skirting, glasses, silverware, ice chests, ice, trays and tray stands for glasses and plates, carts, and dollies, etc. Catering staff must have spare cloth towels on hand to clean spills promptly.
- Catering staff must provide garbage liners and remove all trash from trash cans during event to prevent overflow. All trash must be taken to the dumpsters at the close of the event. Garbage and paper recycling dumpsters are located across Harrison St., at the rear of the parking lot next to the Eagles Lodge.
- Sterno, canned heat, or canned gas must be supervised at all times by an attendant.
- Caterer and/or event staff must clean and sanitize any appliances, food prep utensils, dishes, countertops, etc. used in the kitchen; this including hallway if used, and floor spills.
- ALL leftover food, beverages, MUST BE removed from the site for proper disposal at the conclusion of the event.
- LACA staff or designated volunteer will inspect the kitchen at the end of the event or the day after; if the kitchen is not clean, the event contact will be charged a cleaning fee.

I have read these policies and agree to abide by them.

Please PRINT name of renter, followed by signature, and date:

Please PRINT name of caterer, followed by signature, and date:

PRINT name of LACA Staff, followed by signature, and date

Kitchen Cost: Full Day (8 hours or more)	\$250 not-yet-member rate
	\$187.50 LACA member rate (25% discount)
Half Day (3 hours or less)	\$150 not-yet-member rate
	\$112.50 LACA member rate (25% discount)
Refundable Cleaning Deposit.....	\$50 (returned in kitchen is cleaned appropriately)

Additional Charge: An additional \$15/hour for staff oversight will be charged for activities outside of LACA office hours.