Guidelines for Event Catering

The following details outline the policies regarding the service of food and beverages in our facilities. Please read these policies carefully and also share them with the caterer of your choice.

Catering Services

Light refreshments and non-alcoholic beverages are permitted in the lobby areas of Kane, Mary Gates, and Johnson Halls. Full food and beverage services may be held in the Walker-Ames Room and the Mary Gates Commons. Event catering may be provided by Bay Laurel Catering or the caterer of your choice with a Temporary Food Service Permit.

Food is not allowed in carpeted classrooms or auditoriums. Beverages must be covered with a lid in order to be consumed in these spaces.

Floor plans and table requests must be submitted to Event Services three (3) weeks prior to the event. Please contact Bay Laurel Catering directly for their services and costs. Call a Bay Laurel Catering coordinator at 206.685.2051 or visit http://hfs.washington.edu/catering.

Application for Temporary Food Service

This form from the Department of Environmental Health and Safety (EH&S) is required for all off-campus caterers. The form must be submitted to EH&S at least ten (10) working days before the event. Due to the variety of the conditions related to temporary food service operations, there may be restrictions on foods or methods allowed for serving food. Each application will be reviewed with primary emphasis on meeting the standards of the State Board of Health for food services sanitation. The permit must be posted at the event.

The Temporary Food Service Permit is NOT required when serving:

- Prepackaged food (i.e. pop, water, snacks)
- Grocery store pre-prepared food (i.e. pizza, deli sandwiches, or other food served within one hour of pick-up)
- Bay Laurel Catering

The Temporary Food Service Permit is required for all other instances including food sales or food served outside of your organization or to the public.

Site Visit

Off-site caterers are encouraged to see the event site prior to the event to determine table needs, room arrangement, and the time needed for set-up. Final set-up arrangements must be submitted to the Event Services office at least three (3) weeks in advance.

Directions

For directions to each of our facilities please visit our website or contact our office.

Boxed Lunches

Our facility suggests sack lunches rather than box lunches. Box lunches create excess trash and additional custodial work, which may result in additional charges. We ask that a member of your group meet your caterer upon arrival and remain with the food for the duration of food service. Your attendees may eat in the room you reserved or outside of the building. To maintain a safe environment we ask that you not eat in the lobbies or staircases where emergency exits and pathways can be obstructed. Keeping these areas clear will also benefit other events taking place.
place in the building. If boxes are used, please instruct your group to break down the boxes before they are thrown away. This will conserve garbage space in the waste containers.

**Garbage/Recycle**

Receptacles are provided for garbage and recycling in all buildings. Extra garbage cans may be ordered in advance. You may be required to remove your own trash from the facility. Please contact our office for more information.

**Food Preparation**

All food must be prepared off-site. However, a staging area is available in the Walker-Ames Room. This area contains a large sink, hot water tap, table space, and a full-sized refrigerator. Use of the staging area requires a reservation in the Walker-Ames Room. Coffee service must come prepared and served in warmers. Coffee brewers/makers are not allowed. Coffee carts are allowed with the outlet requirement of 110/120 Volts and the floor must be protected by a floor or carpet mat. Special power needs must be arranged in advance by contacting the Event Services office.

**Candles**

For information on using candles please visit our website or contact our office.

**Alcohol**

A Banquet Permit is required if alcohol is to be served. The permit must be completed if a caterer or the client brings their own alcohol. Bay Laurel Catering does not require a Banquet Permit. For more information please visit our website or contact our office.

Note: Event Services assumes no responsibility for items brought onto the property and not removed at the time of the event’s conclusion. Arrangements must be made prior to the event for late removal or storage of items. A storage fee may apply. A cleaning fee may be assessed if the room or building is left in unsatisfactory condition. Users are also liable for any damage caused to building property.