

SJAC Catering Policy

1. Purpose

The purpose of this policy is to outline the expectations, procedures and responsibilities associated with a steward, non-steward, Armenian organization or church organization hosting a catered or self-catered event at SJAC.

2. Scope

This policy applies to stewards, non-stewards, Armenian organizations and church organizations.

3. Event Manager Role

Catered Event - Responsible for the formal booking and logistics for catered events.

Self-Catered Event - Responsible for booking the event space, will provide forms and catering policy, coordinate all necessary bartenders, dishwashers and/or servers for the event.

4. Definitions

Catered: Event where SJAC approved caterer is contracted to provide catering services for an event.

Self-Catered Food Drop Off: Event where food is dropped off by vendor (caterer) for an event.*

Self-Catered On-Site Food Prep: Event where food is prepared on the premises for an event.*

**A security deposit may be required for self-catered events.*

5. Approved Caterers

Main Complex: Andiamo (ACEM).

Veterans Building: Andiamo (ACEM) will have the right of first refusal for all catered events. Should Andiamo decline, SJAC's secondary caterer may be engaged (church organizations only).

6. Procedure

A. Booking

All room bookings and event approvals must be coordinated through the SJAC Event Manager and placed on the master calendar.

Requested dates are not confirmed until approved by the SJAC Event Manager.

B. Food Planning Responsibilities

1. Catered Event: SJAC Event Manager and client to plan event food that will be prepared by caterer.
2. Self-Catered Food Drop Off Event: Client is responsible for ordering, receiving, and paying vendors directly.**
3. Self-Catered On-Site Food Prep: Client is responsible for purchasing, preparing, storing, and disposing of all food.**

*** Self-Catered parties assume all risk for foodborne illness.*

C. Requesting a Room for an Event

1. All event requests must be submitted to the SJAC Event Manager utilizing the “Event Request Form”.
2. Event Request Form must be emailed to:
 - events@sjachurch.org (SJAC Event Manager)
 - CC: admin@sjachurch.org (Parish Administrator)
3. Church organizations do not pay a room rental fee.

D. Alcohol Service

1. SJAC Event Manager orders, controls and distributes all alcohol requests. **No Exceptions.**
2. Any client planning to serve alcohol must coordinate this through the SJAC Event Manager.
All events providing alcoholic beverages must have a Michigan certified bartender at each bar at all times.
3. Catered Events: Alcohol service provided by caterer.
4. Self-Catered Events (church organizations only): There must be a Michigan certified bartender at each bar at all times (such as TIPS - Training for Intervention Procedures or ServSafe Alcohol) when providing alcoholic beverages. If the church organization is self-providing the bartending staff, the bartenders’ and/or servers’ current certificates must be on file in the Administrator’s office 14 calendar days prior to the event.
5. **Under no circumstances** may alcohol be brought onto the SJAC premises.
This is a violation of the SJAC liquor license.
6. No beer, wine or liquor may leave the SJAC premises (this includes partial containers).

E. Floor Plans, Linen Orders, China/Glassware, Flatware, Paper Products, Etc.

1. Floor plans must be submitted two (2) weeks prior to the event to the SJAC Event Manager.
2. Linen orders must be submitted two (2) weeks prior to the event to the SJAC Event Manager.
3. Standard linen tablecloths will be supplied by SJAC at no charge to church organizations.
Non-standard linen is available for a fee.

Self-Catered Events:

4. Servers and dishwashers are required at clients expense when using church dishes, glassware, flatware, pots and pans.
5. Client to provide their own paper products and utensils.
6. Client is responsible for the cost of all services and supplies.

F. Post-Event

1. Entertainers must remove all equipment immediately following the event.

Self-Catered Events:

2. All event spaces, including kitchen and dining areas, must be left in the same condition as received. Wipe kitchen counters, sweep any debris on kitchen floor, collect any remaining trash in room or kitchen and discard in trash receptacle, gather and put all used linen in one area.
3. If areas are not cleaned up to SJAC standards, SJAC reserves the right to complete the cleaning and charge all additional costs back to the client.

G. SJAC Staff Responsibilities for Set-Up & Cleaning

1. Set up rooms according to approved floor plans.
2. Place linens on tables.
3. Ensure SJAC sound systems and/or projector are tested and in working order.

After each event, church staff will:

1. Empty trash receptacles.
2. Mop kitchen floors.
3. Vacuum dining rooms and clean doors and windows.
4. Transport dirty linens as needed.

SJAC staff will conduct a closing walkthrough to confirm:

1. All areas are clean and items are properly stored at the conclusion of the event.
2. Any additional required work will be discussed with the Facilities Manager to decide if an additional cleaning fee is necessary.

Note: Organizations may be assessed additional charges if extra cleaning or labor is required for the Food Preparation items or the room used for the event. All charges will be reviewed by the Parish Administrator and the Maintenance Manager and invoiced to the organization.