

**Augusta Jewish Community Center  
Caterer & Florist Rules**

It is the responsibility of the Renter to make sure that these rules are followed. Failure to do so may result in forfeiture of all or part of the Renter's damage deposit. (Please ensure that your caterer receives a copy of these rules.) Catering needs are the responsibility of the Renter.

The Augusta Jewish Community Center (AJCC) is a **NON-SMOKING** facility.

The AJCC **is in no way liable** for any mishandling of food prepared for a specific event (i.e. food poisoning, etc.). All beverages, food and equipment (i.e. extra tables and chairs, tents, etc.) may be brought in the day of the event during the hours of rental time **ONLY** unless prior arrangements have been made with the AJCC office.

1. Caterers/Groups must provide their own detergents, towels and any supplies needed for their duties.
2. Candles must be enclosed in glass. Only dripless candles may be used in a candelabra.
3. Caterers are responsible for collecting returnable items.
4. Trashcans with liners are provided and caterers are responsible for properly bagging trash and carrying to the trash dumpster. **Liners are for trash cans only.**
5. Boxes must be broken down before being placed in the dumpster.
6. Caterers are responsible for maintaining cleanliness in the kitchen. (Mopping, sweeping, wiping and cleaning interior and exterior of ovens plus drip pans on stove and counters.)
7. Caterers/Florists are responsible for arranging removal of all of their food, equipment and rented materials from the premises immediately after the event. Removal must be completed within the rental time.
8. Use of protective materials is required to prevent anything from dripping onto floors or carpets.
9. Any caterer/florist who violates the rules of the AJCC or engages in improper conduct will not be approved for future events.
10. Florist must leave room clean after setting up arrangements.
11. Outdoor grilling must be done 15 feet from building. No grills or cookers on deck or under the overhang.
12. If the caterer is designing the layout or floor plan, they must provide it to AJCC no later than five (5) days prior to the event.
13. Dishwasher and basket must be drained on the fifth wash to ensure proper cleaning of the dishes. Basket is to be cleaned out after completion.
14. Caterers/vendors will remain in rented space or kitchen. No loitering in any other area of building will be permitted.
15. Caterers must keep kitchen free of spills or debris on floor areas at all times to maintain a safe working area with clear walkways.

**If adequate cleaning is not completed, Renter may lose damage deposit.**

**The following foods or ingredients MAY NOT be used in the building: red or purple artificially colored beverages because these will stain the carpet (e.g.: Kool Aid or Hawaiian Punch)**

**Any question or comments regarding these rules may be brought to AJCC management.**

