



DAVID BROWER CENTER

WHAT INSPIRES YOU.

Food Service and Facility Policies

The Basics

- We do not process landfill waste or plastics onsite--any disposable items used must be compostable or recyclable (glass, paper, aluminum).
- Please check in with your House Manager upon your arrival to cover your setup and waste management plan and check out with them at the end of cleanup to confirm proper waste sorting, cleared prep space, etc.
- All event activities (including vendor load-in and load-out and equipment delivery/pickup) must take place within the start and end times listed on your contract unless otherwise arranged ahead of time with a member of the David Brower Center (DBC) Events Department.
- The use of caterers that are not on our catering partners list and/or self-catering must be preapproved by the DBC Events Department, and is subject to an outside catering fee not to exceed \$300/day.
- Compostable service ware (cups, plates, flatware) is available for purchase onsite--please inquire for current pricing.

Prohibited Items

Individual landfill service items such as plastic utensils or cups, creamers, plastic/foil tea bag wrappers, disposable coffee cambros, straws, coffee lids, single-serve wrapping (plastic water bottles, chip bags, granola bar wrappers, etc.)

Waste Management

- Incidental landfill waste happens (cling wrap on platters, plastic liner bags, etc). Please ensure these items are taken offsite for disposal.
- The client is ultimately in charge of ensuring that event spaces are bussed continuously and attendees are sorting their waste properly in the provided receptacles. We're happy to provide additional guidance via signage or a quick run through by your House Manager at the beginning of your program.
- For catered events, our House Manager is able to show client/catering staff to the waste disposal room should the bins fill up outside of normal facility staff hours.
- Please maintain the intention of reducing waste volume in the bins (break down boxes, packing material, etc.).

At the end of your event, we ask that you leave the space(s) as you found them; free of program materials, food/beverage leftovers and service ware, etc.

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Facility Information

The Brower Center does not have a traditional kitchen staging space. All cooling/heating devices need to be provided by client or catering staff, and pre-approved by the DBC Events Department.

Overnight storage is only permitted with prior approval by the DBC Events Department.

Please note that the Brower Center DOES NOT provide linens.

The Brower Center HAS:

A floor sink for dumping non-toxic liquids
A tap water source
20 amp AC outlets in all rooms
Waste bins
Mops, brooms, dustpans, carpet sweeper

The Brower Center DOES NOT HAVE:

An oven or a stovetop
A refrigerator or freezer available for use
Tubs/buckets
Linens/towels
Glassware or utensils

Staging/Prep/Cleanup Areas

There are two onsite staging areas available depending on the contracted rental space:

Kinzie Closet (1st Floor)

Location: Adjacent to the Kinzie Room
Size: 12'X32' Concrete floor
Four 20 amp circuits
No sink, running water, or drain
(Drain for ice and liquids is in the janitor's closet on first floor)

Tamalpais Closet (2nd floor)

Location: Adjacent to the Tamalpais Room
Size: 8'X12' Carpeted floor (*requires covering*)
Two 20 amp circuits
No sink, running water, or drain
(Drain for liquids in shower next to the staging room, ice should be dumped in janitor's closet on first floor)

Keep in Mind!

Tape and adhesives (including painter's tape and Post-It notes) cannot be used on painted/glass surfaces or event furniture. Posting on tack board/whiteboard surfaces is permitted with House Manager approval.

Any food prep spaces need to be covered pre-event and cleaned post-event.

Cooking over open flame is sometimes permitted in designated outdoor areas with prior approval. All outside fire passages must remain obstruction free. Use or storage of propane or butane is prohibited inside the Brower Center facilities.

Small votive candles are permitted only if they are in glass containers with sides at least 1" above the top of the flame.

Use of sternos is permitted, provided the catering vendor supplies a fire extinguisher to keep within reasonable distance.

Non-reusable decor items such as balloons, confetti, and streamers are not permitted.

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WHAT INSPIRES YOU.

Who Does What?

A guide to catering services and waste management responsibilities

<p style="text-align: center;"><u>Full service</u></p> <p style="text-align: center;"><i>Catering staff remains on site through the duration of the occupancy</i></p> <p>Who busses items during the event? Catering staff</p> <p>Who handles waste disposal? Catering staff</p>	<p style="text-align: center;"><u>Dropoff with end of day pickup</u></p> <p style="text-align: center;"><i>Catering staff sets up food service and leaves, returning at the end of the event to collect food/service items before end of occupancy</i></p> <p>Who busses during the event? Client, catering staff assists as available</p> <p>Who handles waste disposal? DBC staff, client assists</p>
<p style="text-align: center;"><u>Dropoff with no pickup/next day pickup*</u></p> <p style="text-align: center;"><i>Catering staff sets up food service and then client either clears spread at end of event or cleans service items for pick up the next day</i></p> <p>Who busses during the event? Client</p> <p>Who handles waste disposal? DBC staff, client assists</p> <p>*Overnight storage of service items must be approved by DBC Events Department prior to event.</p>	<p style="text-align: center;"><u>Self-catered*</u></p> <p style="text-align: center;"><i>Client provides and sets up spread and cleans it up at the end of the event</i></p> <p>Who busses during the event? Client</p> <p>Who handles waste disposal? Client, DBC staff assists</p> <p>*Service items must be approved by DBC Events Department prior to event.</p>

What Goes Where?

All receptacles are labeled and additional signage can be placed at your event upon request.

<p style="text-align: center;"><u>Compost</u></p> <p>-All food scraps: fruits/veggies, meat, bones, cheese -Food-soiled paper: napkins, paper towels, cups, plates/bowls, waxed cardboard -Compostable plastics: cups, utensils, clamshells</p>	<p style="text-align: center;"><u>Plastic, Glass, and Aluminum Recycling</u></p> <p>-Glass bottles and jars: lids and labels can stay on -Aluminum: soda cans, foil, trays -Plastic containers: bottles and other rigid plastic</p>
<p style="text-align: center;"><u>Paper Recycling</u></p> <p>-Mixed paper: printer paper, envelopes, magazines -Corrugated cardboard: small amounts broken down OK: staples, glue, labels, plastic envelope windows NOT OK: photographs, tissues, food-soiled paper</p>	<p style="text-align: center;"><u>Landfill</u> **Must be disposed of offsite**</p> <p>-Small plastic items: straws, coffee cup lids, condiment packets, non-compostable utensils -Styrofoam: beads, peanuts, or trays -Soft & aseptic food packaging: snack bags, silver-lined paper containers</p>



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Alcohol Service Policy

Service of alcoholic beverages must be approved a minimum of 30 days prior to the event.

Insurance: Alcohol liability is required in all instances of service, the evidence of which must be provided by the client or its vendor as appropriate.

Vendors: In addition to most of the Brower Center approved catering partners, there are 2 pre-approved licensed and insured beverage service providers:

- On Call! Hospitality Staffing
- Tonic Beverage Catering

All other beverage service providers must be approved at least 14 business days before an event. Proof of license and insurance is required for approval. Failure to provide this documentation will result in termination of the client's right to serve alcohol.

In addition

- **Individual and for-profit entities** are required to utilize a licensed alcoholic beverage service provider at all times.
- **Nonprofit organizations** are permitted, and in some instances required, by the State of California to secure a Special Daily Alcohol Permit. This permit is issued by the State of California's Department of Alcoholic Beverage Control (ABC) and must be presented to the Center a minimum of 14 days prior to an event. In these instances, clients must provide certified bartenders for all alcohol service and provide alcohol liability insurance. We strongly recommend use of an insured, licensed beverage service provider whenever possible to ensure proper administration of alcohol and care of the facility, both of which are the client's responsibility.
- Failure to secure the necessary permits and insurance and/or failure to provide evidence of both will result in termination of the client's right to serve alcohol.

The client and its vendors are responsible for ensuring proper administration of alcohol, which includes the following:

- Alcohol must be secured and attended at all times
- Age verification before service
- Refusal of service to underage and intoxicated individuals

Bars and Beverages

- To protect the floors and carpet, floor mats are required under all bars, prep areas, ice containers, or areas utilizing liquids
- Ice disposal is permitted in janitorial closet sink
- All tables provided by the Brower Center must be covered
- All bar areas must be cleaned following use
- All waste must be removed from premises following event

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WHAT INSPIRES YOU.

Keeping It Green

Looking for more ways to be environmentally friendly?

Food

- Choose locally sourced organic produce/dairy/meat options. Many of our catering partners already do this!
- Offer organic, shade-grown, fair trade coffee and local biodynamic wines with screw caps instead of corks.
- Choose only sustainable seafood best choices as listed by the Monterey Bay Aquarium Seafood Watch Program via <http://www.seafoodwatch.org/>.
- Avoid food items containing palm oil.
- Donate your leftovers or bring compostable/reusable containers to pack up food at the end of your event.

Transport, Prep, and Service items

- Use reusable service ware (china, glassware, steel/silver utensils, cloth linens and napkins) whenever possible with certified compostable alternatives in all other instances.
- Transport food in reusable containers. Use compostable plastic wrap and minimize the use of aluminum foil.
- Provide beverages in dispensers and pitchers to eliminate the use of single-serve cans and bottles.
- Use only fully compostable individually packaged food and beverage items, such as tea bags, sugar packets, etc.
- Choose unbleached paper napkins and bags with a high amount of recycled content.
- Use powerless insulated containers to keep food hot or cold.
- Use biodegradable detergent and cleaning products on all prep surfaces and supplies.

Décor

- Plan decorations and signs that are reusable or compostable.
- Decorate with living plants instead of cut flowers whenever possible, using locally farmed flowers in other instances. Donate flower arrangements following your event.
- Please avoid the use of candles made from palm oil and one-time use battery operated candles.

During/After Your Event

- Provide trained event staff/volunteers to ensure proper collection and sorting of refuse materials. Our house managers are happy to walk your staff through this at the start of your event.
- Provide information for your guests about environmentally friendly practices.
- Donate food leftovers using an organization like Replate (www.re-plate.org)—schedule an on-demand pickup of transportable food and they'll deliver it to community members in need.