



DAVID BROWER CENTER

WHAT INSPIRES YOU.

## Food Service and Facility Policies | July 24, 2020

*We understand that public safety comes front and center for food and beverage service. As a result, we are able to relax certain green waste protocols on a case-by-case basis as approved in advance by DBC Events Management. A no-contact food and beverage service must be planned with your caterer.*

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### The Basics

- We have very limited capacity to process landfill waste or plastics onsite--disposable items used should be compostable or recyclable (glass, paper, aluminum) wherever possible. Possibly contaminated landfill generated from food and beverage service can be disposed of onsite, but other incidental landfill waste should be avoided or taken offsite for disposal.
- 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

**Landfill service items such as plastic utensils or cups, plastic/foil tea bag wrappers, disposable coffee cambros, straws, coffee lids, etc.**

### Conditionally Admitted Items

**(with prior approval on a case-by-case basis)**

**Individual condiment containers, wrapped utensil sets, individually packaged snack items, individually sized glass or canned beverages**

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### Waste Management

- Event attendees must be encouraged and reminded throughout the day to bus and sort their own waste items. Mis-sorted or abandoned waste items unnecessarily expose events and janitorial staff to possible pathogens. 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.**

**\*\*\* Please note that a \$100/occurrence penalty may be added for any violation of listed policies. \*\*\***



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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 currently prohibited. All event items must arrive and depart at the beginning and end of your designated occupancy hours.

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  
Disinfecting solution and paper towels

### **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 only in the 2<sup>nd</sup> floor tenant kitchen, 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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## Who Does What?

A guide to catering services and waste management responsibilities

<p style="text-align: center;"><b><u>Full service</u></b></p> <p style="text-align: center;"><i>Catering staff remains on site through the duration of the occupancy</i></p> <p><b>Who busses items during the event?</b> Attendees first, then catering staff</p> <p><b>Who handles waste disposal?</b> Catering staff</p>	<p style="text-align: center;"><b><u>Dropoff with end of day pickup</u></b></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><b>Who busses during the event?</b> Attendees first, then client, catering staff assists as available</p> <p><b>Who handles waste disposal?</b> DBC staff, client assists</p>
<p style="text-align: center;"><b><u>Dropoff with no pickup/next day pickup*</u></b></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><b>Who busses during the event?</b> Attendees first, then client</p> <p><b>Who handles waste disposal?</b> 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;"><b><u>Self-catered*</u></b></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><b>Who busses during the event?</b> Attendees first, then client</p> <p><b>Who handles waste disposal?</b> 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;"><b><u>Compost</u></b></p> <p><b>-All food scraps:</b> fruits/veggies, meat, bones, cheese  <b>-Food-soiled paper:</b> napkins, paper towels, cups, plates/bowls, waxed cardboard  <b>-Compostable plastics:</b> cups, utensils, clamshells</p>	<p style="text-align: center;"><b><u>Plastic, Glass, and Aluminum Recycling</u></b></p> <p><b>-Glass bottles and jars:</b> lids and labels can stay on  <b>-Aluminum:</b> soda cans, foil, trays  <b>-Plastic containers:</b> bottles and other rigid plastic</p>
<p style="text-align: center;"><b><u>Paper Recycling</u></b></p> <p><b>-Mixed paper:</b> printer paper, envelopes, magazines  <b>-Corrugated cardboard:</b> small amounts broken down  <b>OK:</b> staples, glue, labels, plastic envelope windows  <b>NOT OK:</b> photographs, tissues, food-soiled paper</p>	<p style="text-align: center;"><b><u>Landfill</u></b></p> <p><b>-Small plastic items:</b> straws, coffee cup lids, condiment packets, non-compostable utensils  <b>-Styrofoam:</b> beads, peanuts, or trays  <b>-Soft &amp; aseptic food packaging:</b> snack bags, silver-lined paper containers</p>



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## Alcohol Service Policy

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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:** Please refer to our current Catering Partner list.

All other beverage service providers must be approved at least 30 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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## Keeping It Green

Looking for more ways to be environmentally friendly?

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### 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.
- While donation of leftover prepared food isn't currently recommended due to the risk of virus transmission, food waste can be reduced by donation of excess bulk ingredients—check in with your caterer of choice for more details.

### Transport, Prep, and Service items

- Use reusable service ware (china, glassware, steel/silver utensils) whenever possible with certified compostable, fiber-based alternatives in all other instances. These items can be properly sanitized through commercial dishwashing at vendor facilities.
- Transport food in reusable containers where possible. Use compostable plastic wrap and minimize the use of aluminum foil when lidded containers are not available.
- Provide beverages in dispensers and pitchers served by catering staff directly to guests to avoid 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. The EPA-approved list of disinfectants effective on SARS-CoV-2 can be found [here](#) for reference.

### 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 instruction to attendees on sorting their own refuse materials. Our house managers are happy to walk your staff through this throughout your event.
- Provide information for your guests about environmentally friendly practices.