



DAVID BROWER CENTER

WHAT INSPIRES YOU.

Food Service and Facility Policies

The Basics

- We do not process landfill waste or plastics onsite--all items used must be reusable or can be processed at the center if compostable/recyclable. (glass, paper and other plant fibers, aluminum).
- Please check in with your House Manager upon arrival to discuss 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

All plastics (including bioplastics) and landfill items, including but not limited to: straws, coffee lids, single-serve wrapping, plastic beverage bottles; non-compostable tea bag wrappers; disposable coffee cambros; chip bags; granola bar wrappers; non-compostable take-out containers; etc.

Waste Management

- The client is ultimately in charge of ensuring that event spaces are bussed and attendees are sorting their waste properly in the provided receptacles. The DBC does not have dedicated staff for cleaning during events, so bussing duties must be arranged with the caterer for large events.
- 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.). The DBC is also happy to provide additional sorting signage if requested.
- For some caterers a small amount of incidental landfill waste is unavoidable (cling wrap on platters, plastic liner bags, etc). These items may be disposed of in the appropriate bin.

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. *****



DAVID BROWER CENTER

WHAT INSPIRES YOU.

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.

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



DAVID BROWER CENTER

WHAT INSPIRES YOU.

Alcohol Service Policy

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

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.

Bar Service Providers: 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 with a current ABC License 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 30 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.
- A Daily License will be required when any/all of the following criteria is/are met:
 - *The non-profit organization be selling alcohol directly at an event*
 - *The non-profit organization will be selling tickets to an event that will allow the ticket purchaser access to alcohol (even if the alcohol is free)*
 - *The non-profit event is open to the public (with the event is ticketed or invitation -based, and if anyone can purchase a ticket or if the invitation involves monetary consideration, then it is considered open to the public)*
 - *The non-profit organization will be having alcohol donated to them from either a Manufacturer or Wholesaler and/or Wineries, Beer Manufacturers, and/or Distillers will be giving product tastings at the designated event area.*

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



DAVID BROWER CENTER

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.
- 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.