



LOCHWOOD MANOR

CATERING GUIDELINES

These guidelines will clarify our expectations of the caterer as a representative of Lochwood Manor on the day of the event. This guideline applies to catering companies and food trucks. Lochwood Manor can approve the caterer once the certifications listed below are provided. Please sign this and return it prior to signing a contract with the client.

CATERING REQUIREMENTS:

The caterer must meet the following requirements:

- Caterers must be licensed by the board of health in their county and provide a copy to Lochwood Manor along with a signed contract.
- Caterer must carry commercial liability insurance of at least \$1M per occurrence and \$2M aggregate.
- Please provide a copy of the COI naming Esperte Events, LLC and PS Capital Partners LLC dba Lochwood Manor as an additionally insured to Esperte Events LLC 4335 Skippack Pike, Schwenksville, PA 19473 along with the signed contract
- Caterer to provide 1 server per 30 guests and 1 bartender per 75-100 guests.
- Caterer to have Lochwood manager review catering checklist prior to departure (attached)

Please inform your team members that there are surveillance cameras in all common areas of the property. Thank you for reviewing and signing this contract. We look forward to working with you.

FOOD TRUCK REQUIREMENTS:

Food trucks must meet the above requirements, and in addition:

- Give 60 days notice to Lochwood Manor of any power needs
- Advise Lochwood if they are using propane, electric, grills, etc.
- Park in the designated area for food trucks.
- Provide 1 member of staff per 30 guests to properly bus all tables during and after the event. Staff must be wearing a uniform and follow dress code guidelines.

BARTENDING REQUIREMENTS:

- Bartending services must have a RAMP certification. Bartenders or the company they work for must carry liquor liability insurance of at least \$1M aggregate. Please provide a copy of the COI naming Esperte Events LLC as an additionally insured: Esperte Events LLC 4335 Skippack Pike, Schwenksville, PA, 19473.
- Bartending services to provide 1 bartender per 75-100 guests.
- Bartending services to have Lochwood manager review catering checklist prior to departure (attached)

PAPERWORK/FEES REQUIREMENTS:

The caterer must provide and submit the following paperwork and fees:

- Please submit final floor plans, banquet event orders, rental orders 60 days prior to event

CATERING POLICIES

- No cellphones on the floor in front of the house.
- Employees may not smoke or vape on the property.
- Employees must park in designated employee spots.
- Employees must maintain a professional manner at all times.

DRESS CODE

All employees and third party vendors must adhere to the following guidelines to ensure a professional and respectful environment.

- Caterer employees must be professionally dressed and in matching uniforms
- Any facial hair must be neat, groomed, trimmed and well kept

ARRIVAL

Lochwood will set the ballroom and it will be ready two hours prior to the event. When arriving to the property, caterers must do the following:

- The catering team and other vendors may arrive two hours prior to the event start time but not before.
- Catering vans may pull up to unload but then must be parked in designated spots. Please follow the load/unload map.
- Food trucks must park in designated areas.
- Rental deliveries must be delivered on the event date and picked up on the event date. Caterer must have a designated member of their team to greet the rental company upon drop off and pick up.
- Catering may set up a cook tent at designated areas.

MANAGER ON DUTY

Caterers must have a MANAGER ON DUTY (aka: event captain or day of coordinator) present for duration of the event including setup and break down

- All ceremonies must have a coordinator who is responsible for the ceremony

SETUP

Lochwood Manor will provide tables and chairs for up to 200 guests. Lochwood Manor staff will set up the chairs and tables for the event either inside or outside according to the final floor plan provided 60 days prior to the event. Lochwood Manor staff will take down all tables and chairs after the event.

- Signage must be provided on all food items. Please make notes of any items including allergens. Your catering company name must be listed on all stationary displays so clients know who is providing the food.
- Catering may set up a cook tent at designated areas.

Equipment Onsite:

- 20 8ft tables
- 200 chairs
- 100 benches at Pavilion area, with additional chairs available
- 1 40-inch round for cake table
- 3-foot by 2-foot rectangular table for sweetheart table
- 1 8-foot, wooden raw edge table in bar area for coffee and dessert if needed
- Existing bar in ballroom and in Arnold's (cocktail hour space)
- 4 wooden wine barrel tables existing in Arnold's cocktail space

Caterer must bring (suggested list):

- Linens for all tables
- China, glassware, flatware
- All kitchen equipment, pots/pans, sheet pans, bakers racks etc.
- All coolers and necessary barware
- Trash cans (not to be visible to clients)
- Any serving dishes/dispensers (ex: coffee jugs, water dispensers)
- Carts with rubber wheels (hardwood floors in ballroom)

DECORATIONS

These guidelines apply to both caterer and florists.

- No confetti, glitter, rose petals, rice or anything that could blow in the wind around the property

SPEAKERS & SOUND SYSTEMS

- Ceremony Area
 - No power source
- Cocktail
 - There is a power by barn door but cannot unplug anything plugged in
- Ballroom power

MINI BARN & GROOM LOUNGE

We happily provide 2 couple suites. The bridal suite and salon are in the mini barn. The groom lounge is in the main barn. All personal items must be moved from these areas before the end of the cocktail hour. The mini barn and the groom's lounge will be locked for the remainder of the night.

Clients may not bring their own coolers with alcohol into the suites. All food and beverage must be provided by the caterer and cleaned up by the caterer.

KITCHEN

No kitchen equipment is provided by Lochwood Manor. All kitchen equipment must be rented. There is a warming kitchen space with electricity.

- Equipment must be electric and not propane, there is no 220V line.
- Fryers are not permitted. Open flame is not permitted.
- All personal items may be stored in designated areas.
- The caterer is responsible for maintaining cleanliness of the kitchen during the event.
- Do not move any kitchen equipment, all utilities should be kept in its place.

The use of any barbeques, grills, heaters or fryers are subject to the approval of Lochwood Manor and local regulations (i.e. county wide burn bans may be in effect). Should Client's Caterer wish to use any of said equipment, Caterer must have prior authorization from Lochwood Manor.

ALCOHOL SERVICE & BAR AREAS

Alcohol is not provided or served by Lochwood Manor. As stated above, all bartenders must be certified and insured. The caterer must provide all coolers, ice, barware, glassware, napkins for the event.

- All alcohol must be stored under the bar when you arrive.
- No shots are to be served at events.
- Kegs are not permitted.
- Self-service is not permitted.
- Any guests that are visibly intoxicated shall be removed from the premises.

- Never leave the bar unattended.
- Tip jars are NOT permitted. If a gratuity is offered, it should not be visible to guests.
- Alcohol must not be served to minors. If at any time, the catering staff, bartender, Lochwood Manor representative or security officer deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.
- Please notify a Lochwood manager immediately if a guest gets cut off from the bar.
- The bar closes 30 minutes before the contracted conclusion of the party. No announcements about 'last call.'
- This means alcohol is removed from the bar and immediately put in the client's car.
- Water must be available to the guests until the end of the event.
- Leftover alcohol may not be given to anyone on the evening of the event, but may be picked up the next day.

END OF THE NIGHT/CLOSING

Please refer to the catering checklist and have a Lochwood manager review the catering checklist prior to departure (attached). Please leave all spaces as they were when you arrived.

- The caterer has one hour after the conclusion of the event to complete all cleaning and checklists, so please begin the cleanup as soon as possible.
- Caterers bring their own gloves, rags, cleaning supplies, dish soap, sponges.
- The caterer is responsible for complete cleanup and removal of ALL trash throughout the property.
- All alcohol and décor should be put in the client's car by the end of the event. Alcohol should start to be moved once the bar closes, a half hour before conclusion of the event.
- Caterer to assist clients in packing up all of their belongings. Nothing can be left at Lochwood.
- Water can be dumped behind the prep kitchen. All fruit, straws, etc must be strained. Do not dump.

CONDUCT

Should Lochwood Manor determine, in its sole discretion, that any person is endangering themselves or others, Lochwood Manor reserves the right to remove that person from the Event or cancel the Event in its entirety.

FIREARMS

No firearms are permitted on Lochwood Manor's property at any time.

ILLEGAL SUBSTANCES

Illegal substances are not permitted. The use or possession of illegal substances by Client or Client's guests will result in immediate termination of the Event without a refund.

CATERER INFORMATION:

Name: _____

Contact: _____

Phone: _____

Email: _____

SIGNATURE:

DATE: _____