Event Director – Charie 231-675-0607

We have a shared parking lot with the private Yacht Club members and boat slip renters. We ask that all event vendors park across the street at our Annex. We have one or two spaces here for your immediate needs during the event right outside the kitchen door. Some exceptions may apply depending on the size of events currently going on that day.

Absolutely No Smoking in or around the building. You may smoke out at your vehicle.

**CATERER REQUIRED TO BRING**

* Ice for serving beverages (coolers)
* All place setting materials
* Glassware for serving beverages
* Napkins – we no longer supply them

**EXPANDING TO OUTDOORS & ARRIVAL**

* Contact Event Director to setup time for arrival
* The catering kitchen door is located at the north end of the building
* Food preparation must be indoors and away from the dumpster area
* If extra space is needed, meet with the Event Director to prepare
* Food Trucks can only park in designated areas as instructed by the Events Director, must stay on pavement

**GARBAGE & CLEAN-UP**

* A list is also posted in the kitchen
* All garbage (including bars) is to be removed by the caterer from food and beverage service and placed in the dumpster before leaving; CYC Events provides liners
* No food should be left on the ground or grass
* No grease or other cooking fluids should be disposed of on the ground or grass near. All cooking fluid should be put into a garbage liner and thrown away in the dumpster
* *Non-compliance could result in a fine and possible removal from referrals*