



AUGUSTA MUSEUM of HISTORY

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www.augustamuseum.org

Caterer's Rules

Lessee is responsible for the actions of the caterer. Any rules not adhered to will result in the forfeiture of the security deposit. Any damage to the building, to any equipment or loss of items belonging to the museum will be the responsibility of the lessee to repair or replace. The Augusta Museum of History (AMH) reserves the right to disapprove any caterer who has previously violated the rules or conducted himself improperly.

1. Pursuant to a city/county ordinance, all caterers must be licensed and insured.
2. Delivery time of all goods, equipment, tents, furniture, etc. must be approved by AMH management. The caterer is responsible for all loading, unloading, set-up, clean-up and removal of goods, equipment, etc.
3. No food or drink may be served in the galleries of the museum or from any of the exhibits. Sit down dinners may not be served on the upper level of the rotunda; only light food and beverages.
4. **Bar set-ups MUST have protective material under all ice chests & kegs to prevent moisture and water damage to the facility. If the reception desk is used, it MUST have protective covering over the cabinet to prevent damage.**
5. The caterer is responsible for leaving the kitchen in the same condition it was in when the rental began. Kitchen floors must be lightly swept and mopped; all counters, refrigerator and sink must be cleaned. The screen in the bottom of the dishwasher must be emptied/cleaned.
6. The front sink has the only garbage disposal; do not put solid items down the drain in the back sinks.
7. After the event is over, **all trash MUST be properly bagged and TAKEN to the trash dumpster in the museum parking lot.** There should be **absolutely no trash left inside or outside the building.** Please do not drag trash bags to the dumpster; they must be carried.
8. Augusta Museum of History does not supply trash bags, detergent or towels.
9. All food, beverages, equipment, etc. must be removed from the premises during the last hour of the rental; unless prior arrangements have been made with AMH management. The caterer is responsible for any equipment used during the event that was brought in by an outside contractor.
10. The caterer may use no supplies belonging to AMH. The caterer will be invoiced by AMH for anything found missing from the kitchen cabinet or refrigerator.
11. Anything left in the building is not the responsibility of the Augusta Museum of History. Caterers must be aware of security at all times. Outside door to the kitchen must be kept locked.