

Trinity Episcopal Church in the Central West End
600 N. Euclid Avenue, St. Louis, MO 63108
Trinityepiscopal.net 314-361-4655

Catering Policies

Caterer Requirements

When you contract with a caterer, please give the necessary contact information to the Trinity event coordinator. S/he will then forward our caterer guidelines to your caterer. All caterers must provide a certificate of insurance indicating commercial liability coverage of at least \$1,000,000, workers' compensation coverage and, if necessary, liquor liability coverage.

Caterer Guidelines

Caterers must alert their staff that there is no smoking in the building or on the Trinity grounds.

The caterer shall contact the Trinity event coordinator or parish office 21 days in advance of the event to specify arrangements and any special set-up arrangements.

Caterers are to bring all their own equipment including serving implements, chafing dishes, knives, serving bowls/platters, coffee urns, etc.

Caterers must provide sufficient staff to set out the refreshments, set and clear all tables, dishes and debris and to load and operate the dishwashing machine.

The client or caterer is responsible for cleaning the kitchen if the kitchen has been used for preparing or assembling and plating food. Trinity staff are not permitted to handle food.

Trinity is not responsible for items left in our building or on our property.

All equipment brought in by the caterer and/or the client including rentals, containers, surplus food, etc must be removed from the premises at the conclusion of the event.

Additional User Guidelines

Only your event coordinator or parish office staff should adjust the heat/AC if necessary.

While Trinity is equipped with a full kitchen, only limited refrigerator and freezer space may be available for your event. We do not have an icemaker.

All food should be prepared in advance to the extent possible. The ovens and stove top may be used for warming purposes only.

Users of the kitchen must have sufficient help to set up and clear all tables of dishes and debris. The kitchen must be cleaned immediately after the event, including the stove top and ovens and all other equipment used. Additionally, the floor must be swept, the counters and sinks must be cleaned. **OUR SINKS DO NOT HAVE DISPOSALS. ALL FOOD MUST BE SCRAPED INTO THE TRASH.** If you use Trinity carts or bussing trays, they must also be cleaned after use. The kitchen must be left as clean as you found it prior to the event. All used Trinity kitchen dishtowels, aprons and potholders should be placed in the dirty laundry crate under the hand-washing sink in the kitchen.

All leftover food and beverages must be taken by the client and/or the caterer at the conclusion of the event.

- With prior approval from TFM manager Barbi Click, fresh and leftover food may be left at Trinity, properly and safely stored, for use by our Food Ministry.
- Otherwise, fresh and leftover food will be accepted at the New Life Evangelistic Center. Call 314-421-3020 to arrange with them for dropping off.

In keeping with Trinity's commitment to being as environmentally friendly as possible, we encourage the use of environmentally friendly products. For example, paper plates are preferred over plastic. We ask that no styrofoam be used. Additionally, we ask that you use the recycling bins around the church. We ask that you dispose of non-recyclable items in the trash cans. Again **OUR SINKS DO NOT HAVE DISPOSALS. ALL FOOD MUST BE SCRAPED INTO THE TRASH.** If you are recycling your plates, please clean them as completely as possible.

If breakage or damage occurs, please alert the Trinity event coordinator as soon as possible.

