



# MILLENNIUM

C E N T R E

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## CATERING REQUIREMENTS

Catering is **not included** in the rental cost of the Millennium Centre. We encourage you to bring your own catering company or use our recommended companies, *WOW Hospitality Concepts*, or *Bergman's On Lombard* if available. Contact information can be provided. Only licensed caterers permitted.

**The caterer must pay a mandatory caterer Surcharge of \$400** directly to the Millennium Centre, prior to the event, for the use of the kitchen and its equipment. A digital copy of the caterer's health permit (a permit necessary for preparing and transporting food for off-site consumption) or any other permits (depending on the nature of the event and if alcohol will be served) are also required.

### ALL CATERERS MUST:

- Have liability insurance, be registered with Manitoba Health and secure all permits for the event.
- Be in compliance with safe food handling practices, having a plan for how food will be stored, prepared, transported, heated and served.
- Coordinate with the building management prior to the event to tour the space and finalize all event details.
- Ensure all candles at the event are contained within a holder and there are no open flames.
- Ensure nothing is adhered to the walls of the venue with regular tape - non stick tape is only permitted with approval prior to an event.
- Have a supervisor on duty during the event to oversee servers and guests on the main floor.
- Maintain the security of the venue during the event and ensure it is not damaged.
- Remove all event materials, such as décor and linens, from the venue after the event.
- Ensure the serving area is clean, the tables and chairs are stacked, and all garbage is bagged and placed in the BFI bin behind the venue after the event.
- Turn off all the lights, close and lock the front doors, and set the alarm before exiting through the back door, ensuring it is closed and locked when leaving the venue after the event. If the building management is on site at the end of the event, they will take care of the lights, doors and alarm.

Linens and dishes are **not provided** by the Millennium Centre. We recommend *Collective Event Rentals* for these amenities.

Please note additional costs are applicable if coffee or other services are requested.