



**We are committed to a sustainably focused, farm to table philosophy. Therefore, we require caterers who work at Connemara House to provide guests a meal with the freshest possible ingredients sourced from local farms and food purveyors.**

#### **GUIDELINES FOR CATERERS AT CONNEMARA HOUSE**

To help maintain and preserve Connemara House structures and landscapes we ask that caterers adhere to the following guidelines. Please review these guidelines with the designated catering manager and staff before each event.

#### **SCHEDULES AND TIME FRAME**

All events are scheduled within a defined time period of eight-nine hours, allowing: a five hour event, a two-three hour set-up time, and an hour clean-up time. Caterers are expected to adhere to the planned arrival and departure schedules

#### **ALCOHOL SERVICE**

Cash bars are not permitted. Tip cups may not be set out. Bartenders must clean and wash down their work areas at the end of each event and collect all glassware, paper, bottle caps, citrus wedges and stirrers. Ice may not be dumped on the floor of any building or on lawns. Dumping ice on gravel is allowed. Kegs are not permitted unless pre approved. -

Bar Service and/or Caterer must provide Connemara House with a Certificate of Insurance, proving they are fully and properly insured. If liquor is being served there must be a minimum of \$1,000,000 single incident of liquor liability insurance in place. Proof of insurance must be presented to Connemara House at least two weeks before the event and included listing Connemara House as additionally insured for the day. Bar Service and/or Caterer must be approved by Connemara House. Only properly certified and insured personnel can serve all liquor. Liquor may not be left unattended and guests may not serve themselves. Please provide Connemara House staff on duty with the name of the individual responsible for control of the liquor service at your function.

Liquor service must end 30 minutes before the scheduled end of the event. Liquor Service may not be available more than 5.0 hours.

Alcohol may be delivered to Connemara House the day of or before the event. No additional alcohol can be purchased and brought to Connemara House during an event. No open alcohol receptacles may be removed from Connemara House the day of the event. Arrangements should be made for removal of left over alcohol.

## **PLANNING MEETING**

A final walk-through/planning meeting with the client, caterer, and Connemara House staff is required at least two-six weeks before each event.

## **PARKING**

Catering vans may park by the catering tent. All staff are requested to park in the staff parking area in the parking lot or in the orchard. No parking is allowed in handicap areas, in front of the knoll, or along driveways. No Staff parking in the Guest Parking area.

## **PROTECTION OF THE PROPERTY**

Upon arrival, the Catering Manager must report to the Connemara House Functions Supervisor. Also, please check-out with the Connemara House Functions Supervisor before leaving. Furniture may not be moved without the prior approval of the Event Supervisor.

## **SET UP/BREAKDOWN**

Caterers must designate a representative to be present throughout the entire event. The representative must check in with the mansion's event manager upon arrival and check out with the mansion's event manager before departing. A walkthrough of the property is mandate at the end of the night.

### **Day of Set up by Connemara Staff**

- All required tables, farm, round, banquet and cocktail will be placed under the tent.
- Farm Tables will be opened and set up, Round tables will be stacked
- All requested chairs, chiavari, cross back, and garden chairs for cocktail hour will be set under tent
- Boxes of seat cushions for chairs will be left under the tent.
- Any other requested items- Wine Barrels, Lounge Furniture etc., will be placed under the tent.

### **The Catering staff**

- Will take off chair covers and put on chair cushions.
- Set chairs around the tables and set the room.

### **The End of the Evening Catering Staff**

- Will remove chair cushions and leave stacked on the table.
- Will place black covers on Chiavari Chairs and stack
- Move Tables and Chairs from lawn/cocktail area back under the tent.

\*If there is another event the next day, Connemara Staff will let you know the plan with regard to the actual number of chairs that will need the cushions removed and covered. And if any of the cocktail tables and chairs can remain in place.

- The catering tent floor must be picked of any trash at the end of the event.
- Furniture cannot be moved unless prior arrangements have been made at the walk through or the onsite mansion manager has approved it, items must be put back at the end of the night. All mansion tables and chairs are for indoor use only.

## **EVENT CLEAN UP**

OUR PRIMARY CONCERN IS FOR ALL CATERERS TO LEAVE THE PROPERTY AFTER AN EVENT IN THE SAME CONDITION IN WHICH IT WAS FOUND.

To help facilitate this, please have your staff manager ensure that:

- All outdoor areas must be left clean and clear of trash, food, flower containers/vases, glasses, linens, tables and chairs. Tent and porch must be swept/picked up and all rentals must be neatly stacked to one corner under the tent.
- Public/guest accessible rooms if used in the mansion are vacuumed and all service areas (kitchen and butler's pantry) are mopped. Any and all event debris is picked-up in all areas including hospitality rooms.
- All spills and dropped food must be cleaned immediately.
- The pool house refrigerator and freezer if used must be emptied and clean.
- The wedding party are expected to remove all their personal items at the end of every event. Please check each room for any remaining items and ensure client receive them.
- Staffs 'clothing is not to be hung on wall light sconces or cabinet door knobs.
- Trash, empty cardboard boxes, and bottles must be removed.
- The caterer is responsible for the offsite disposal of trash. Trash bags, boxes, or loose trash shall not be left outside.
- All empty bottles and cans must be taken away.
- Hot charcoal must be removed from the property by the caterer. Hot coals must be extinguished and taken away. Do not dump coals on the ground.
- Do not allow florists to leave boxes, plastic crates and excess wrapping – anything left behind at the end of the event must be removed by the caterer.
- Linen hangers and plastic bags must be trashed and taken away.
- Caterers must have a final check out walk with the Connemara House Supervisor.

## **RENTALS**

- Deliveries will be coordinated with Connemara House staff. Non-serviced food drop-off is not permitted. Catering staff must be present to handle set-up, service, and post event clean-up.
- Only electric or Sterno warmers are permitted.

Connemara House staff will open for caterers scheduled arrival, they will oversee event clean up, and the repacking and storage of equipment and rentals in appropriate areas.

Smoking of any kind is **NOT** permitted in any structure (temporary or permanent).

A **meal** for the mansion staff is required. (2)

A **Facilities Fee** of \$7.00 per person based on the guarantee, due 3 days prior to the event.

A Kitchen Trailer Fee is \$500.00 if needed.

Connemara House will send an invoice for each and you can pay the invoice online.

Town of Topsfield's Health Agent must be emailed a **copy of the menu** before each event.  
Swinslow@topsfield-ma.gov

Please notify Connemara House event staff if you will be using propane to cook or reheat the meal. If you will have more than 40 lbs of propane onsite, a **fire permit** must be obtained from the Topsfield Fire Department. All food trucks must obtain a **fire permit** from the Topsfield Fire Department. Please have a check or cash available in the amount of \$50.00.

I have read Connemara House's rules, I agree to abide by them, undertake to meet all responsibilities, and inform my staff to abide by them.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Company: \_\_\_\_\_