

## GREENOCK MANOR CATERING POLICY AND GUIDELINES

Your choice of caterer is essential for the professionalism of your event. They play a vital role to serve your guests throughout the event.

*In addition to the catering staff, it is optional for the Bride and Groom to ask our venue to hire any Greenock Manor staff to work on the day of the wedding, this is not mandatory and depends on the budget of the bride and groom.*

According to Greenock Manor's Policy the Caterer needs to :

- 1) Be licensed and insured, kindly ask them to email proof to us at at [info@greenockmanor.com](mailto:info@greenockmanor.com)
- 2) If the Caterer has not catered at Greenock Manor previously **it is mandatory that they schedule a site visit** and meeting with Greenock Manor management.
- 3) Assist with moving any chairs after the ceremony to the reception area. The amount of chairs depends on the guest count. We have 140 white chairs and 50 wood in stock.
- 4) Per 20 confirmed guests at the wedding the caterer is to bring along one staff member. (in other words for 80 guests 4 catering staff members are required)
- 5) It is optional for the caterer to supply a bar tender. Please note for weddings of 30 guests or more, we require a bar tender. Should the caterer not supply a bar tender please ask Greenock Manor to hire one on your behalf.
- 6) Arrive at Greenock Manor a minimum of 2 hours before the ceremony starts
- 7) Call us on arrival on 703 687 7641, 2 parking bays max are allowed for catering teams in a special designated area.
- 8) Clear appetizer area once cocktail hour is over.
- 9) Should you have a buffet, it is to be a SERVED buffet (not a self service buffet)
- 10) Assist with cutting or serving of the cake and cleanup afterwards
- 11) Catering team is to stay on duty till the event ends and cleanup is complete. The event ends when the DJ stops playing and the bride and groom have had their send off. All events end by 11pm. Ask us if you would like a skeleton staff to remain till event ends.
- 12) The Catering team is to do full trash removal of ALL trash at the end of the night. Please note we do not have dumpsters.

**The Following check out list is to be completed on the night of the event by the Catering team after the event ends:**

- 1) Clear Buffet / Food Display Tables
- 2) Wipe Down and Fold up Buffet Tables
- 3) Stack Buffet Tables at kitchen exit near barbeque
- 4) Sweep serving area (main course and appetizer area)
- 5) Return any borrowed items and place on Kitchen Table or if dirty place inside dishwasher
- 6) Spot sweep reception dinner area (check under all tables on the deck)

- 7) Clear and Wipe down Appetizer tables
- 8) Mop Kitchen floor and Chandelier Room (Buffet and Food serving room)
- 9) Empty all trash cans outside and inside including the restroom
- 10) Check areas throughout interior of Manor for any drink cups/ plates/ trash and remove
- 11) Wipe down kitchen counter tops and table, wipe clean inside sinks
- 12) Wipe down Cake Table and Dessert Tables (Wash cake stand and cutters and place in kitchen)
- 13) Breakdown Reception Dinner Tables and stack all décor items onto ONE table on the back balcony
- 14) Switch off LED candles
- 15) Stack and return any white chairs from reception to the Gazebo in front Garden
- 16) Check lawn game area and return any cocktail hour tables to balcony deck.
- 17) Check that ashtrays if any are emptied and returned to kitchen to be washed.
- 18) Return white lanterns to Chandelier Room
- 19) If any furniture items (tables etc.) were moved onto lawn/ garden please return them to the Manor House.
- 20) Check ceremony site for items and bring up to balcony
- 21) Inspect balcony and dance floor/fire pit area for any drink cups / trash and remove
- 22) Check library room for trash and remove all
- 23) Box up leftover wedding cake and put in fridge shed, place cake cutters in dishwasher
- 24) Check Kitchen Shed outside for any trash/boxes to be thrown away
- 25) Check that bar area is wiped down and cleared
- 26) Check that all is complete and nothing else needed **with Greenock Management** before leaving
- 27) Check you have all your personal items before heading out

This list needs to be signed off with our management prior to the catering team leaving at the end of the night. For any questions kindly call us on 703 687 7641 or email us at [info@greenockmanor.com](mailto:info@greenockmanor.com)