

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 a full service catering company that is licensed and insured, kindly ask them to email proof to us at at 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.
- 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 with more than 25 guests, we require a bar tender. Should the caterer not supply a bar tender please ask Greenock Manor to hire one on your behalf for serving of alcohol.
- 6) Arrive at Greenock Manor a minimum of 2 hours before the ceremony starts. Should the client have real dishes and glassware please arrive no later than 3 hours before ceremony start time
- 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 promptly 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 full 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. By accepting a deposit from our brides and grooms/clients the catering company agrees to fulfill the following list of duties :

- 1) Clear and wipe down Buffet / All Food and Beverage Display Tables
- 2) Wipe Down and Fold up Buffet Tables
- 3) Stack Buffet Tables at kitchen exit/refrigerator shed
- 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 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 one small bag in adjacent restroom
- 10) Check areas throughout Manor for any drink cups/ plates/ trash and remove
- 11) Wipe down kitchen counter tops and table
- 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 (place table cloths/napkins into one container or bag)
- 14) Switch off LED candles
- 15) Stack and return any chairs from reception to the Gazebo in front Garden
- 16) Check that ashtrays if any are emptied and returned to kitchen to be washed.
- 17) Return white lanterns to Chandelier Room
- 18) If any furniture items (tables etc.) were moved onto lawn/ garden please return them to the Manor House/Balcony area
- 19) Check adjacent ceremony site for items and bring up to balcony
- 20) Inspect balcony and dance floor for any drink cups / trash and remove
- 21) Check library/vendor storage room opposite piano for trash and remove all
- 22) Box up leftover wedding cake and put in fridge shed, place cake cutters in dishwasher
- 23) Check Kitchen Shed outside for any trash/ boxes to be thrown away
- 24) Check that bar area is wiped down and cleared
- 25) Should you have a bussing station outside for real dishes, wipe clean and then fold down that table and hose down the deck under that station to remove all food splatter.
- 26) All rented dishes/glassware/linens are to be stacked behind the kitchen/refrigerator shed on the deck at the end of the night-for the catering rental company to collect.
- 27) Check that all is complete and nothing else needed **with Greenock Management** before leaving
- 28) 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