

# **Gwinwood Camp and Conference Center**

## **Food Service Policies**

### **Gwinwood Provided Meal Service**

Guests may enjoy the full meal and snack service of Gwinwood Camp and Conference Center. These services are planned in advance specifically for your group. Detailed information on meal selection, cost, service options and our ability to accommodate special requests can be found in another document. Please contact the main office for more information.

### **External Full Service Catering**

Guests are welcome to contract with third party catering services, providing they meet the following Gwinwood policies:

- Caterers must be licensed and insured as a full service caterer for the state of Washington. A copy of this license should be provided to the Gwinwood main office at least 15 days prior to any contracted event. Failure to provide this license will result in right-of-refusal by Gwinwood.
- A signed contract between the caterer and the guest group is required to be on file with the Gwinwood office no less than 30 days prior to the start of a group's event.
- A \$200 cleaning deposit will be required from the guest group at least 30 days in advance. This deposit is fully refundable, less the cost of any missing or damaged items, and less the cost of any post event clean-up required by Gwinwood staff (billable at \$30 an hour, in ½ hour increments)
- Clean up includes but is not limited to:
  - Returning all borrowed equipment (clean and dry) to its original location.
  - Sweeping, mopping and vacuuming all occupied areas (kitchen and dining area)
  - All surfaces cleaned, sanitized and dry
  - Cleaning all drain screens in sinks and dishwashers
  - The removal of all trash and recycling to external dumpsters
  - The removal of all unused food from refrigerators and freezers.
- The staff member who will be in charge on site for an event must have a walk through of facilities with a staff member of Gwinwood 30 days prior to event, during regular business hours.
- External caterers will only have access to the kitchen/dining area in buildings rented by the group. Storage or meal prep outside of the contracted kitchen/ dining area is not permitted.

- Gwinwood will not provide any linen, towels, paper products or food products for full service catering. External caterers are solely responsible for providing these goods. Use of these Gwinwood owned items will result in the full loss of the cleaning deposit.
- All service provided by external caterers must fall within the time limit of the Guest group's original contract with Gwinwood. Early set up or late clean up is not permitted.
- All persons providing food preparation, serving or cleaning duties must be paid employees or contract workers hired directly by the catering company, earning at least the minimum wage for Lacey, Washington. No unpaid, underpaid or volunteer worker (including Gwinwood guests or Gwinwood staff) may perform any meal service duty for the contracted group while the catering company is on-site.
- Gwinwood reserves the right of refusal for catering companies who fail to follow these policies. We recommend groups inform the Gwinwood office of their intended catering provider before signing a binding contract.
- It is the full responsibility of the Guest group (not the catering company or the Gwinwood staff) to make sure that the catering company is aware of and in compliance with all of these policies.

### **External Delivery Catering**

Guests are welcome to contract with third party catering services or restaurants, providing they meet the following Gwinwood policies:

- Delivery-only service must be provided by a licensed and insured catering service or restaurant in the state of Washington.
- Guest groups must inform Gwinwood staff of anticipated food deliveries at least 5 days prior to the start of their event.
- All delivery services must fall within the time limit of the Guest group's original contract with Gwinwood. Early delivery is not permitted.
- A catering license may be requested by the Gwinwood office from new or unknown companies.
- "Delivery-only" service involves the delivery of pre-prepared, pre-cooked food to the building where it is expected to be served, with the anticipation of full delivery and any set up occurring on site for less than one hour. Any service beyond this scope falls under Full Service Catering (please see those policies for more information.)
- Guest groups are responsible for contacting, coordinating and meeting the delivery provider. Gwinwood does not provide a point of contact during events for deliveries.
- Gwinwood reserves the right of refusal for restaurants or catering companies who fail to follow these policies.

- It is the full responsibility of the Guest group (not the catering company or the Gwinwood staff) to make sure that the catering company is aware of and in compliance with all of these policies.
- We are happy to make recommendations. Please contact the main office for a list of locally owned restaurants and caterers we recommend.

### **Guest-Provided Meal Service**

Guest groups are welcome to make and serve their own meals, provided they meet the following Gwinwood policies:

- One designated meal coordinator from the group must have a food handler's permit for the state of Washington, and be able to produce it upon request, while on site at Gwinwood. This person will be responsible for ensuring that all health code requirements are followed while preparing your groups meals. If no one in your group holds a food handler's permit, please learn more about getting one, here: <http://www.doh.wa.gov/CommunityandEnvironment/Food/FoodWorkerandIndustry/FoodWorkerCard>
- Groups providing their own meal service are expected to also provide their own clean up of the meal and dining areas. Failure to do so may result in additional clean-up charges.
- Clean up of food prep and dining areas includes but is not limited to:
  - Returning all borrowed equipment (clean and dry) to its original location.
  - Sweeping, mopping and vacuuming all occupied areas (kitchen and dining area)
  - All surfaces cleaned, sanitized and dry
  - Cleaning all drain screens in sinks and dishwashers
  - The removal of all trash and recycling to external dumpsters
  - The removal of all unused food from refrigerators and freezers.
- To be considered "providing your own meals" no member of your party may be receiving compensation (including pay, trade or special favors) for the purchasing, preparation, serving or clean up of meals. If payment or favor is involved in providing this service, then groups are considered to be using "External Full Service Catering" and are held to those policies.
- All meal prep and coordination must fall within the time limit of the Guest group's original contract with Gwinwood. Early set up or late clean up is not permitted.

- All persons involved in the preparation and serving of food, and food area clean up are included in the final head count, and are therefore categorized as guests for your event – subject to the head count charges agreed to for your event.
- All persons involved in the preparation and serving of food are 16 years or older.
- It is the full responsibility of the Guest group coordinator (not individual guests or the Gwinwood staff) to make sure that guests using the kitchen and dining areas are aware of and in compliance with all of these policies..

Additional policies for groups providing their own meals with 50 guests or more, or groups staying longer than 4 consecutive days:

- A \$200 cleaning deposit will be required from the guest group at least 30 days in advance. This deposit is fully refundable, less the cost of any missing or damaged items, and less the cost of any post event clean-up required by Gwinwood staff (billable at \$30 an hour, in ½ hour increments)
- The coordinator who will be in charge on site for an event must have a walk through of facilities with a staff member of Gwinwood 30 days prior to event, during regular business hours.

**We want meals to be a relaxing and enjoyable experience for your group, and invite you to select the option that would best meet the needs of your group.**

**Please contact the Gwinwood main office if you have any questions and to let us know which option is right for you!**