



the tett

Centre for Creativity & Learning

2024 TETT CENTRE CATERING POLICIES & FAQ

Thank you for your interest in hosting your event at the Tett Centre for Creativity and Learning. The following is a list of frequently asked questions about catering in our rental spaces. If you have any questions, please contact the Tett Rentals Coordinator at rentals@tettcentre.org.

How can food and beverages be provided in Tett Centre rental spaces?

Renters at the Tett Centre for Creativity and Learning have the convenient option of directly hiring a licensed caterer of their choice.

In order for a caterer to be permitted to provide service at the Tett Centre for Creativity and Learning, they must meet with the Tett Centre Director prior to the rental, and they must sign the *Tett Centre Kitchen Facility Use Agreement*.

Prior to the event, you must inform the Tett Centre Rentals Coordinator of all food and beverages that will be served during your rental, including late-night services. You must also provide the contact names and telephone numbers for all caterers and third-party vendors supplying food and beverages at your event.

Pricing, contracts, payment and all other agreements and schedules for catering are negotiated between you (the Renter) and the caterer that you choose to hire. The Tett Centre is not responsible if a caterer cancels their services for any event.

Do you have a list of preferred caterers?

Yes. Please see our *2024 Tett Centre Preferred Caterers* pdf for a list of local caterers who have provided repeat services at the Tett Centre and are favoured based on their food quality, customer service standards, reliability, professionalism, and reputation. Our list of preferred caterers includes the [Juniper Café](#), located inside the Tett Centre and with a patio overlooking Lake Ontario.

Are there catering fees associated with events held at The Tett?

Yes. All events where food and beverages are offered are subject to a catering fee. Catering fees help the Tett Centre for Creativity and Learning meet our mandate to be a welcoming destination for the community that coordinates accessible arts-focused programming to enhance learning and public participation in the arts. For example, a portion directly supports our Kids Creativity Club, a free family drop-in arts program.

What are the catering fees associated with events held at The Tett?

A Landmark catering fee is a commission charged to a caterer and/or bar service provider for operating at the Tett. The fee is based on the costs of all food, non-alcoholic and alcoholic beverages, and staff, before gratuities and taxes. The exception is for one wedding cake. The caterer must provide copies of the final invoices to the Tett Centre, and the Landmark fee must be remitted to the Tett Centre within fifteen (15) days after the event.

The Landmark catering fee is 10% (before gratuity and taxes) for caterers on the Tett Centre's list of preferred caterers and includes the use of our kitchen facilities.

If you engage a caterer not listed with the Tett Centre, the Landmark fee will be 15% (before gratuity and taxes).

Are there special catering options for registered Not for Profit organizations (NFP) and Special Interest Groups with cultural menu needs?

Yes. Registered NFP organizations and Special Interest Groups have the following two options:

1. You may engage a caterer to provide food and beverages for your rental and to serve your guests during your event. A Landmark catering fee will apply.
2. You may choose to serve food, non-alcoholic and alcoholic beverages yourself (see Alcohol). In this case, a \$1.50 per attendee charge will be added to your Tett Centre rental invoice. The rental invoice must be paid in full before the event. These items must be prepared off-site in a commercial kitchen or purchased from a commercial facility (i.e., Loblaws). Please note that homemade food and beverages are not permitted. You will be responsible for serving and cleaning up.

Are there special catering options for a Gallery Opening/Closing?

Yes. If you are an artist or an art collective that has rented the Gallery for an art exhibition, you may serve food and non-alcoholic beverages during an Opening/Closing. The flat catering fees range between \$25.00 - \$50.00 per Opening/Closing, depending on the number of artists exhibiting in the Gallery, the amount of food and beverages, and whether the food will be provided by a licensed caterer. This catering fee will be applied to your rental invoice. Please note that homemade food and beverages are not permitted.

Would a catering fee apply if the food and/or non-alcoholic beverages at my event are donated by a Sponsor(s)?

Yes. Your Sponsor(s) must provide the Tett Rentals Coordinator with an estimated monetary value of the food, non-alcoholic and alcoholic beverages that they will be donating prior to your event. A 15% catering fee will be applied to your rental invoice and must be paid prior to your event.

Can alcohol be served at the Tett Centre?

Yes. The following outlines our policies regarding alcohol:

For All Rentals

- All renters must follow the regulations mandated by the [Alcohol & Gaming Commission of Ontario \(A.G.C.O.\)](https://www.agco.ca/). Please visit <https://www.agco.ca/>.
- Bartenders must be Smart Serve certified, be present in the room while alcohol is served and are not allowed to drink alcohol during the event.
- Security is required at all rentals where alcohol will be served. There is a \$35.00/hour charge (minimum of four hours) for a security guard to attend your rental when alcohol is served. The Tett Centre will coordinate the security. The Tett Centre reserves the right to engage additional security guards and/or Tett Staff at your cost depending on the nature of your event.
- Alcohol is not permitted in the shared public areas of the Tett Centre such as the front lobby, hallways, stairwells. If the renter has booked two or more rental spaces for the same event, attendees are not permitted to travel between the rental spaces with open containers of alcohol.
- Alcohol is not permitted in the Activity Room unless it has been rented as an additional space specifically to serve food and/or alcohol during a Tett Gallery opening and/or closing.
- If the renter has booked two or more rental spaces for the same event during the same rental access date and hours, active bar service can only take place within one rental space at a time. If the renter would like to have bar service occur at the same time in the multiple rental spaces that they have booked, they must receive written permission from the Tett Director or the Tett Rentals Coordinator at least 60 days prior to the event. Security will be required.

Private events (e.g., a conference, a meeting, a wedding, etc.)

Renters are required to obtain a Special Occasions Permit (S.O.P) from the A.G.C.O. if they plan on serving alcohol in the rental space(s) that they have booked for their event. The S.O.P. permit and receipts for the purchase of alcohol must be present and accessible at the event, should an AGCO agent request to see them.

The Applicant must be 19 years of age or older to obtain an S.O.P. If the applicant is an organization, association or company, the application must be completed by a member or representative who will be at least 19 years of age on the day of the event, who has signing authority for the organization, association, or company.

The permit holder/responsible person indicated on the permit must be present throughout the S.O.P event and is responsible for the safety of people attending the event. They must ensure the event is run in compliance with the *Liquor Licence and Control Act*, its regulations, and the [standards and requirements established by the Registrar](#).

The S.O.P. application must be submitted to the A.G.C.O. at least **10 days** prior to the event.

A copy of the S.O.P. must be sent to the Tett Rentals Coordinator at least two weeks prior to the rental.

The Tett Centre is not responsible if the S.O.P. is not received before the start of the rental. If the renter does not receive the S.O.P. before the start of their rental, alcohol is not permitted in the Tett rental space(s).

For more information on applying for a Special Occasions Permit through the A.G.C.O., please visit <https://www.agco.ca/alcohol/guides/special-occasion-permit-guide>.

The name on the following documents must be consistent for each event:

- The Renter on the Tett Centre rental invoice
- The Renter on the Tett Centre rental agreement
- The Insured on the Certificate of Liability Insurance
- The permit holder on the Special Occasions Permit

Please see the *2024 Tett Centre Rental Policies & Guidelines* pdf for Insurance requirements. The Applicant is NOT the Tett Centre for Creativity and Learning.

Public events that do not fall within the A.G.C.O.'s Special Occasions Permit categories:

Renters are required to hire a caterer who has an active catering endorsement and an applicable Catering Notification Summary from the A.G.C.O. for the event for which they are providing bar service. The Tett Centre will work with clients for events under this category on a case-by-case basis.

What time are caterers allowed access to the rental space?

- Your caterer may access the rental space during the hours which you have booked and paid for. All supplies must be dropped off and removed from site within the times of your rental unless otherwise arranged in writing with the Tett Centre Rentals Coordinator. Please do not

leave supplies unattended in the communal public areas of the Tett Centre. The Tett Centre is not responsible for the damage or theft of supplies that belong to the renters and their third-party vendors (e.g., caterer, decorators, etc.).

- Please contact the Tett Centre Rentals Coordinator for information regarding where your caterer should park for unloading and loading of catering equipment, food, etc. Please do not leave unattended items in the shared public areas of the Tett Centre.
- All soiled linens and dirty dishware/barware must be taken off site at the end of your rental unless otherwise arranged with Tett Staff.
- An additional fee may be charged to you, the Renter, if supplies are left in the Tett Centre after the rental.

What do the kitchen facilities include?

The Malting Tower's kitchen facilities include a double-door fridge, three sinks, an ice machine, and stainless-steel counters.

The Rehearsal Hall's kitchenette includes a sink, cupboards, a microwave, and a small fridge.

The Activity Room kitchenette includes a sink and a microwave.

The Gallery does not have its own kitchenette; however, you may choose to also rent the Activity Room for an Opening, in order to access its sink and microwave. The dividing wall between both the Activity Room and the Gallery can open, creating a larger, 1500 sq. ft. space.

As the Tett Centre for Creativity and Learning is a heritage building, there are no cooking facilities on the premises.

May I barbecue or deep fry food on the premises of the Tett Centre? No.

Can I bring in kitchen appliances to reheat food?

Yes. Any additional equipment used for reheating food (e.g., electric warming plate or panini press) must be approved by Tett Centre staff at time of booking. Reheating food is permitted if there are no grease-laden vapours, as the kitchen facilities are not directly ventilated.

Chafing dishes can only be used by experienced caterers who remain on site during your event to light, monitor, and pack away the dishes. Fuel canisters must be removed from the building by your caterer within the rental access hours of your event.

Who provides linens and glassware/dinnerware?

The Tett Centre does not provide any catering supplies. Please coordinate these needs with your caterer and/or bar service provider, and/or a third-party supplier.

Can furniture be rented from a third party and brought into the Tett Centre's rental spaces?

Yes. Our clients may rent furniture from local third-party suppliers.

For liability reasons, Tett Centre staff are not responsible for loading, setting up, and unloading any non-Tett furniture for rental use. Delivery and removal of non-Tett furniture must be within the rental access time you have paid for. A charge may be applied to your invoice if furniture and supplies are left on-site outside the rental access times. Please do not leave supplies unattended in the communal public areas of the Tett Centre. The Tett Centre is not responsible for the damage or theft of supplies that belong to the renters and their third-party vendors.

Who is responsible for cleaning and garbage removal?

If your event is catered, the caterer is responsible for any messes by food and beverages. Caterers are responsible for removing organic food waste off-site. All other waste and recyclables can be left in sealed garbage bags within the rental space and our custodial staff will remove it from the room after your event.

If your caterers will not be staying until the end of your rental, then you will be responsible for the garbage and recycling. Dirty tableware and cutlery must be placed into sealed bags while waiting for pick up.

If you have been permitted to provide your own food and beverages without a caterer, a broom and cleaning supplies will be provided in the rental space. You are responsible for cleaning up within your rental access times. Please leave garbage in sealed bags just inside the rental room doors and our custodial staff will take care of the disposal.

Our kitchen facilities must be thoroughly wiped clean by either you or your caterer, and our fridges must be emptied and ready for the next user.

Please notify Tett Centre staff if you require any further immediate assistance with any food and/or beverage spillage. Floors are cleaned by the Tett staff after your rental.

Any extra cleaning charges incurred by the Tett Centre as a result of your rental will be taken from your refundable damage deposit. If a refundable damage deposit was not received, any extra cleaning charges will be charged to you on a separate invoice.

I would like to host a special event that is open to the general public, and where food and beverages and/or personal services (i.e., face painting) will be served and/or sold to attendees. Are there any additional requirements?

Yes, please see below:

KFL&A PUBLIC HEALTH REQUIREMENTS

If your special event is open to the public (advertised) and food and beverages will be served and/or sold, you must complete and submit a [Special Event Organizer Application](#) or a [Special Event Vendor Application](#) for the Kingston, Frontenac, Lennox & Addington Public Health Unit (KFL&A Public Health).

If your special event is private and/or food and beverages will not be sold, you are not required to fill out the above application with the KFL&A Public Health Unit.

For a list of events that are exempt or if you have questions regarding the applications, please visit KFL&A Public Health or email enviro.health@kflaph.ca.

The Tett Rentals Coordinator will provide information about the Tett Centre building to the renter after booking (i.e., the locations of the restrooms).

There are no fees to submit the applications. Should KFL&A Public Health charge a fee to submit the applications, the renter is responsible for paying the fee.

Under the guidance of KFL&A Public Health, event organizers of Tett Gallery Openings and small meetings and workshops in the Tett Gallery, Activity Room and Rehearsal Hall do not have to fill out the *Special Event Organizer Application* on their website if they provide low risk, pre-packaged and read-to-serve food and non-alcoholic beverages on single-use plates, glasses, and utensils to participants. Single use is defined as each person having their own plate, glass, and utensils, and that those items are not shared with another person. Dirty tableware must be either disposed of in the supplied garbage/recycling bins or taken off-premises for cleaning.

SPECIAL EVENTS WITH VENDORS THAT ARE OPEN TO THE PUBLIC - CITY OF KINGSTON REQUIREMENTS:

If the renter will be hosting a special event such as a market or fair with vendors that is open to members of the public to attend, they must complete and submit a **Specific Days Sales Application** from the City of Kingston. The renter is responsible for paying any fees associated with the application. The application and following documents shall be emailed to licensingapplications@cityofkingston.ca for review, technical circulation, and approval:

1. Specific Days Sales Application
2. List of all Vendor(s)- include the Business Name, Contact Name, Number, Email, and description of product and/or service to be offered during the event.
3. List of Products and/or Services
4. Site Plan (Tett staff will provide this information to the renter after booking)
5. Master Business License or Articles of Incorporation (if applicable)
6. Copy of the Certificate of Insurance

7. AGCO Permit (if applicable. I.e., serving or selling alcohol at the event)
8. Booking Agreement (Tett rental agreement)
9. All Food Vendors and Refreshment Vehicles shall be licensed with the Municipality in advance. Please provide a list of proposed food vendors including their business name and contact information.
10. Please provided more information on the fundraiser (if applicable). Are you looking to hold a (50/50 Draw, lottery raffle etc.?)

Please submit the above documentation fifteen (15) business days prior to the proposed event for review and inspection.

Tett tenant organizations are not required to submit the Specific Days Sales Application for their events held within the Tett Centre.

Questions? Please contact the Rentals Coordinator at rentals@tettcentre.org. Thank you!