



the tett

Centre for Creativity & Learning

2022 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 *2022 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?

(Tett Tenants, please refer to the *2022 Tett Centre Guidelines & Policies for Tett Tenants* pdf)

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). Homemade food is 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 offered, and whether the food will be provided by a licensed caterer. This catering fee will be applied to your rental invoice.

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 Regular Event Rentals (e.g., a conference, wedding, etc.) and Student-run Organizations: Renters must contract a licensed caterer who has received a catering endorsement from the Alcohol & Gaming Commission of Ontario (AGCO). They are permitted to purchase, sell and serve alcoholic beverages as part of their services for you. Renters are not permitted to purchase, bring in and/or serve their own alcohol. Your caterer may purchase a Special Occasions Permit (S.O.P.) on your behalf. The caterer must provide the Tett Rental Coordinator with a copy of the catering endorsement at least ten (10) days prior to the event. The S.O.P. permit must be posted at the event.

For Registered Not for Profit Organizations (NFP) and Special Interest Group Rentals, and for a Gallery Exhibition Opening/Closing: As a registered NFP organization or Special Interest Group, or as artists participating in a Gallery exhibition, you may wish to serve alcohol at your own event and/or Gallery exhibition opening. Authorization for this is addressed on a case-by-case basis.

If you have received authorization from the Tett Centre Director to serve alcohol, you must obtain a Special Occasions Permit (S.O.P.) online from the [Alcohol & Gaming Commission of Ontario \(AGCO\)](#). The Applicant for the S.O.P. must be the Renter named in both the Tett Centre Rental Agreement and as the Insured on the Certificate of Liability Insurance submitted to the Tett Centre. Please see the *2022 Tett Centre Rental Policies & Guidelines* pdf for Insurance requirements. The Applicant is NOT the Tett Centre for Creativity and Learning. Permit applications for public events must be submitted to an LCBO Special Occasions Permit service store at least thirty (30) days before the event takes place. You will be required to provide a copy of an approved S.O.P. to the Tett Centre Rentals Coordinator at least one (1) week prior to the event.

For All Rentals:

- 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. We will require a copy of their Smart Serve certificates at least one week prior to the event.
- Security is required at all rentals where alcohol will be served. There is a \$40.00/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 Activity Room unless it has been rented as an additional space specifically to serve food and/or alcohol during a Gallery Opening and/or Closing.

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 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 includes 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 such as [Q Design Creative Productions](#) and [Bustini's](#) (Kingston Party Rentals).

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?

(Tett Tenants, please refer to the *2022 Tett Centre Rental Guidelines & Policies for Tenants* pdf)

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 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.

If you have any questions regarding Catering and Renting at the Tett Centre, please contact the Rentals Coordinator at rentals@tettcentre.org. Thank you!