

# **Sedgeley Club** CATERER CHECKLIST



**As a preferred caterer, you are requested to leave the Club looking as good as, or better than when you arrived!**

**You are required to maintain a current certificate of liability insurance including liquor liability.**

- 1. Collect all trash and take it with you. Please do not remove our trashcan. Trash may NOT be placed outside in the Park. BYOB = bring your own bags!
- 2. Sweep floors in kitchen & kitchenette. Wet mop, if needed.
- 3. Turn off all appliances, double check that!
- 4. Wash off all countertops in kitchen & kitchenette (downstairs).
- 5. Help the steward return tables and chairs to storage.
- 6. Check 3 bathrooms for cleanliness, running water, trash, etc.
- 7. Report any inconsistencies or concerns to the steward.

**Only upon a final walk-through with the Club steward, should you consider the job complete ...**

**The caterers' position in good standing and your client's "security deposit" are depending on it.**

**THANK YOU**