

Concessions and Catering Guidelines

This agreement is between the Oak Creek Performing Arts & Education Center [referred to as OCPAEC] and the contracted user, including the user performers, technicians, staff members, etc. [referred to as RENTER].

Intent to utilize the Concessions Booth and/or offer Catering must be arranged a minimum of three weeks prior to the event with the OCPAEC director. The menu must be submitted at this time.

General Information

- There is absolutely NO food or beverage allowed in the theatre at any time—**NO EXCEPTIONS.**
- There are no ice machines, hot boxes, or coolers available. Groups are responsible for providing their own bagged ice.
- The renter is responsible for all setup and complete clean-up, including wiping down counters and disposing of trash into bins. Groups choosing not to clean-up prior to departure will be subject to additional custodial fees. All cardboard boxes must be broken down and thrown away into the dumpster on the North side of the building.
- There is no fee to use the Concessions Booth and/ or offer catering, however, the renter will be held financially responsible for any cleaning and/or replacement costs from any form of food or beverage consumed in the lobby. Carpet cleaning due to food spills or damage may exceed \$500, and will be charged to the renter.

Concessions:

- There are two Concessions Booths located in the main lobby. Each location includes a front counter with a single-service window, a cash drawer, a back counter and a garbage can.
- The Concessions Booth is available for use during the day of the sale, only. No product may be stored prior to the event.
- A minimum of 15-minutes is required for intermission when Concessions are being served. Additional Patron Services Staff may be assigned at [cost](#) to the renter to assist with monitoring food and beverage in the theatre.
- OCPAEC is not responsible for monies, tickets or valuables, nor is a safe available for use. The facility does not handle cash or provide change.

Concessions and Catering Guidelines

- Items must be in a **sealed, single serving-sized packaging with ingredient list** on each package.

Absolutely no homemade baked items will be allowed to be served. Suggested items include:

- Twizzlers
- Pretzels (hard or soft)
- Chips (No orange or red dust like Doritos or Cheetos)
- Granola Bars
- Rice Krispie Treats
- Fruit Snacks
- Soft Cookies (no sprinkles)
- Carrots

Coffee, cola and other dark or colored beverages are strongly discouraged. Any drink sold must have a resealable cap or lid.

Clear beverages could include:

- Bottled Water
- Pink Lemonade
- Sprite

Catering

- Food must be provided by a licensed bakery or catering company. Ingredient lists must be available upon request. Absolutely no homemade baked items will be allowed to be served.
- Six-foot banquet tables with black fitted tablecloths are available for use. Tablecloth cleaning will be invoiced at \$10 each for cleaning (when required).
- Cocktail tables are available upon request. (4)

Please [contact the OCPAEC director](#) with any questions.