

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 four (4) 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, ice machines, coolers or water sinks 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 emptying trash. Groups choosing not to clean-up prior to departure will be subject to additional custodial fees.
- 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.
- 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:
 - Peanuts (no shell)
 - Pretzels (hard or soft)
 - Chips, (no Cheetos or Doritos)
 - Granola Bar
 - Rice Krispie Treats
 - Fruit Snacks
 - Cookie (no sprinkles)
 - Carrots

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Coffee, cola and other dark beverages are strongly discouraged. 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.

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