

OAKLAND ASIAN CULTURAL CENTER

388 9th Street, Suite 290 - Oakland, California 94607 - Tel: (510) 637.0455 - Fax: (510) 637-0459 - www.oacc.cc

Caterer Guidelines

- All caterers contracted by the Licensee must provide copies of licenses and permits to the Oakland Asian Cultural Center (OACC) no later than (2) two weeks prior to the event date.
- Caterers must coordinate all load-in and load-outs through the Franklin Street loading dock with the Event Manager in advance. Usage of the loading dock is by first come, first served basis and not by appointments. The loading dock is for loading and unloading only otherwise your car will be towed away. The loading dock has a maximum height of 13 feet and 0 inches.
- No food or beverages are allowed in the OACC lobby.
- The OACC is not liable for anything left on the premises. We often have events scheduled in the same area the next day and cannot be responsible for your items. Please remove them immediately after your event unless otherwise agreed to by the Facility.
- Disposal of trash or leftover goods is the responsibility of the caterer. All trash including cardboard or plastic must be placed in receptacle bags, tied and taken to the dumpster located in the loading dock area.
- Caterers staging from the kitchen are responsible for cleaning up and leaving the area as you found it. Please note that our kitchen is not equipped with garbage disposals therefore we request that no debris be dumped in the sink. **You will be held responsible for additional charges for any excessive debris, additional cleaning or equipment damage.**
- Caterers must provide the appropriate Liquor Liability Insurance and other necessary permits if you plan to serve or sell alcohol and food.
- Caterers are required to provide proof of product liability insurance and a Health Department Certificate from your local city or county Health Department.

Caterer's Signature

OACC Signature

Date

Date