

CATERING GUIDELINES FOR FRIENDS CENTER TENANTS

These guidelines are designed to make ordering food simple and straightforward. They are refined as we go along. Please share your suggestions, responses, gripes, and satisfactions to help us serve everyone in the best way that we can.

Goals:

- To accommodate food service needs of a wide variety of groups who use the building, their varying budgets, and their range of food preferences.
- To maintain food service that is clean and safe for everyone.
- To minimize the environmental impact and the waste that often accompanies catered food.
- To develop relationships with a limited number of caterers so that they can get to know us and our expectations, and we can get to know them. Also, when caterers have regular business at a location it lowers their costs (e.g. they can pick up equipment when they deliver the next order) and lowers the costs to those using their services.

Expectations for all catering options

1. Maximize the use of reusable and compostable plates, cups, tableware. Friends Center buys compostable items in bulk and can make them available to you. See price list below.
2. Minimize non-compostable waste. Better yet, eliminate it altogether.
3. Avoid the use of single serving beverage containers. Filtered water is available in the main kitchen and from the water fountains. Friends Center can provide pitchers.
4. Use the composting and recycling waste containers and encourage your guests to do so.
5. Whenever possible order foods that are organic, local, and low on the food chain. Mother Nature will appreciate your thoughtfulness.
6. Leave nothing in Friends Center's refrigerator without prior permission.

Catering Options

Self-Catered and Potluck: Groups are welcome to provide their own food and beverage for events following the guidelines above. The kitchen is available at a modest fee. A deposit is charged for care of the kitchen with the expectation that it will be left as clean or cleaner than it is found. The deposit will be returned after the event.

Deli-delivered sandwiches: We recommend that you use Mugshots, www.mugshotscoffeehouse.com, 267-514-7145. They are members of the Sustainable Business Network and try to use as much local food as they can and use compostable tableware. After an event they will come back to pick up their sturdy plastic serving trays so they can be used again.

You are welcome to have a neighborhood deli deliver sandwiches and beverages for your event IF they are able to comply with the expectations above. If they cannot provide compostable items, then please ask them to leave plastic plates, cups and tableware out of your order and then get compostable ware through Friends Center. But check out Mugshots first and see if they can provide the service you need without your having to go through the "compost" conversation with your vendor. We have done that for you by working with the approved caterers.

Pizza Delivery: Pizza is actually a good green option. The boxes are compostable as are the plain white paper plates and napkins. Just don't let them send plasticware or single-serving size beverages.

