



ZANESVILLE • MUSKINGUM COUNTY
**CONFERENCE &
WELCOME CENTER**

Dear Caterer:

Since you are valued as a top caterer in the area, your name appears on the “List of Caterers” distributed to those planning events at The Muskingum County Conference & Welcome Center. In order to best serve our clients, the following basic guidelines have been established, and we ask you to please commit to the listed Caterer’s Responsibilities:

Caterer’s Responsibility:

- Dressing the food service tables. You may provide your own table covers, or linens are available through the MCCFA with a 2-3 day advanced notice: Table linens = \$5.00; Table skirts = \$10.00; Linen napkins = \$.25. You may also consider bringing additional fabric to add color and incorporate theme ideas.
- Please creatively display your food, keeping presentation in mind.
- If using disposable service items, please use heavy-duty, and use clear or chrome-looking knives, forks, and spoons. Also use clear cold beverage cups, and heavy-duty clear or black plates. (Please no flimsy white utensils, and no white Styrofoam cups or plates.)
- Following the event, please clear the tables and clean the kitchenette/food-prep-area; removing all food-related items.
- Empty all trash accumulated throughout the event, including food scraps, containers, plates, etc. For your convenience, a dumpster is located in the West parking lot, where the trash should be disposed.
- If catering outside of business hours, a building porter will unlock the building. Please call ahead to confirm your move-in time.
- Please clean and return any service items that belong to the MCCFA/ Welcome Center to the cupboard/drawer in which you found it.

MCCFA Responsibility:

- Room setup and teardown, including guest tables & chairs, audio/visual equipment, food/beverage service tables, registration & display tables including food service tables, and guest services.

You are very valuable to us, and your cooperation is much appreciated. Thank you for your availability and dedication to catering events at our facility, where we aim to exceed each client’s expectations.

Please contact us 452-2376 with your questions or comments.

Sincerely,

Carolyn Buchanan

Executive Assistant, MCCFA