

# Hamilton Fine Arts Center Sussex, WI

## Catering Guidelines

- The HFAC is not equipped or designed to handle catering activities. It is suggested that groups wishing to offer food and beverage for their event [reserve](#) the Hamilton High School cafeteria. Consideration for groups wishing to have catering in the HFAC lobby will be handled on a case-by-case basis, and the final decision will be made by the Hamilton School District. A \$500 deposit [in addition to the rental deposit] will be required in order to provide catering for your group.
- Intent to utilize this facility must be arranged a minimum of four (4) weeks prior to the event with the HFAC House Coordinator. The catering menu must be submitted at this time.
- While the HFAC does not limit catering to a preferred vendor, all food items offered must be provided by a licensed caterer. Absolutely no home baked items will be allowed to be served.
- Limited amenities for catering purposes are available. A sink with a back counter workspace, hand soap, paper towel and garbage can are provided. No ice or hot boxes are available.
- 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.
- The renter will be held financially responsible for any cleaning costs and 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.
- Linens may be provided at \$15, each.
- There is absolutely **NO food or beverages allowed in the theatre at any time—NO EXCEPTIONS.**
- For allergy reasons, all food items served must have ingredient lists available.
- Coffee, cola soda, and other dark beverages, gravies, etc are not allowed in the HFAC. Please plan your menus accordingly.

**Please contact the HFAC coordinator for more information:**

Lyn Hulgán

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