

Caterer Information Sheet

Lessee is responsible for sharing this information with their decorator, planner, and anyone else assisting with the event. The Gateway Conference Center's rental form and terms of agreement can provide more information.

- Deliveries can be made to the rented room(s) after 3pm the day prior to the event, if available. Confirm availability with Gateway ahead of delivery.
- You are responsible for the set-up and breakdown of any décor, furniture, etc. that you provide. Gateway staff will not set up or take down third-party vendor items.
- All décor, furniture, etc. brought in must be removed at the end of the event, unless Gateway has approved it may stay overnight for the next business day pickup before 11am.
- Do not block emergency exits, exit signs, or obscure exit signs and doors.
- No staples, tacks, tape, command strips or paint may be used on walls, floors, furniture or ceilings.
- Candles must be fully enclosed. No fireworks, sparklers or smoke/fog (except dry ice) machines allowed.
- Lobby furniture like cocktail tables, couches and chairs cannot be moved or used in rented rooms.
- Tablecloths should not be steamed or ironed on tables, as this can warp the tables.
- Coordinate with client for an appointment to tour the space prior to the event. Tours are limited to 1 hour.
- The client is responsible for any changes to the approved room layout. Charges apply for changes after layout is received.
- Room capacity cannot be exceeded.
- No rehearsals allowed in unrented rooms or common areas. Rehearsal time at Gateway is not guaranteed.
- Rehearsal dinners cannot be held in rented room(s).
- The front hallway is for use of ballroom rentals. Rentals of Ballroom A, B, or C; Petite Ballroom and/or Grand Ballroom have exclusive use of that area.
- See chart for table sizes. Some table sizes are limited.

Size	Shape	Number available	Number it seats
4-foot	Round	2	2 to 4 guests <i>(commonly used for cake or sweetheart)</i>
5-foot	Round	20	6 to 8 guests
6-foot	Round	60	8 to 10 guests
6-foot	Rectangular	10	6 to 8 guests <i>(three guests per side and one each end)</i>
8-foot	Rectangular	40	8 to 10 guests <i>(four guests per side and one each end)</i>
3-foot x 3 foot	Rou		on the front hall)

- Gateway Conference Center will not honor any requests for additional tables and/or chairs, received after the approved layout has been sent. Lessee is asked to request more than they expect if they are unsure of numbers. Coordinate with the event client at least one month prior to the event to request the number of tables needed and location within the room.
- The guaranteed rental time is 8 AM to midnight on the day of rental. The space may be available after 3 PM the day before the event, but this time is not guaranteed.
- All food and beverage must be served inside the client's rented room(s), not in lobbies or common areas.
- All trash and large messes must be bagged and disposed of in outdoor receptacles. Do not drag trash across carpets.
- Do not shake dirty tablecloths out on the floor. Do not dump vases or flowers on the floor.
- All cleanup must be done immediately after the event. No access to the facility will be granted after 1 AM the night of the event.
- All exterior doors must be checked before exiting. All doors must be shut and locked before exiting.
- You must provide your current business/retail license or W-9 and certificate of liability insurance naming Gateway Conference Center as additional insured at least 2 weeks prior to the event.
- Food trucks are the only outside caterers allowed to cook on-site. Other caterers cannot cook on-site.
- All food must be served inside the client's rented room(s), not in lobbies or common areas.
- Kitchens have warmers, chillers, prep tables, sinks, and an ice maker available for use.
- No food should be left in sinks or drains. Clogged drains may result in your company being banned.
- The kitchen should be swept and mopped after use. Warmers, chillers, and counters should be wiped down. Do not take the ice scoop.