

## Upper Uwchlan Township - The Barn at Upland Farm

### Caterer Regulations

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Only Caterers registered with and approved by Upper Uwchlan Township are permitted to operate at the Barn at Upland Farm. Caterers must contract directly with Barn Users for individual events. Approved Caterers must adhere to all applicable sections of the Barn at Upland Farm rental policy, the following regulations listed below, as well as regulations for alcohol service, if alcohol is served.

1. All Caterers contracted by Barn Renters must be approved by and registered with the Township.
  - a. Caterers must have completed the Caterer registration form, submitted all supplementary documents, and received approval from Township staff prior to the event date.
2. The kitchen at the Barn at Upland Farm may only be used by permitted Renters and Caterers they have contracted.
3. Food is to arrive at the Barn prepared; the kitchen is for staging and warming only.
4. Caterers are responsible for adhering to all applicable health, safety, and food service regulations.
5. Caterers are responsible to provide all linens, flatware, tableware, dishes, cooking utensils and other related equipment necessary for the event.
6. Any equipment brought into The Barn for an event must be approved by Township staff.
7. All food and beverages must remain within the Barn or on the Upper Level deck.
  - a. All alcohol is to be consumed in the upstairs event space and on the deck only; alcohol is not permitted to be taken downstairs or into the outdoor areas of the Park. Alcohol is not permitted to be taken into the bathroom area.
8. The Renter shall be responsible for leaving The Barn in the same condition as it is provided. The Renter may delegate event set up, break down and clean up tasks to their contracted Caterer, but the Renter is ultimately responsible for the condition of The Barn upon check out.
  - a. For Upper Level and All Barn use, one hour will be added to the start and end of rental reservation to allow for setup and cleanup.
  - b. Cleaning supplies are provided for your use in janitorial closets on both levels.

#### CHECK OUT TASK LIST

The following tasks must be completed by the end of the reservation:

- a. Clear all trash from all rooms and dispose of in dumpsters on site in the Park
- c. Return all equipment and furniture to its original location
- d. Remove all event materials and leftover food from the Barn
- e. Sweep all rooms
- f. Sweep, then mop, kitchen and food staging area
- g. Clean any spills, mop Upper Level event room and Lower Level areas as needed
- h. Clean/sanitize all kitchen sinks/surfaces to guidelines of Chester County Health Department

***The Township reserves the right to prohibit any Caterer from operating at The Barn at any time based on unsatisfactory operation at the facility.***

# Upper Uwchlan Township - The Barn at Upland Farm

## Alcohol Service Regulations

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The Barn at Upland Farm is located within Upland Farm Park, a Township Park. Possession or consumption of alcohol is prohibited in Township parks. Alcoholic beverages are only permitted at private rental events at the Barn at Upland Farm if the Renter contracts with an approved caterer and a permit is issued by the Township staff. The following rules and regulations apply to reservations for which an alcohol permit has been issued:

- All members of the function consuming alcohol must be 21 years of age.
- Alcohol is limited to beer and wine only.
- All alcohol is to be consumed in the upstairs event space and on the deck only; alcohol is not permitted to be taken downstairs or into the outdoor areas of the Park. Alcohol is not permitted to be taken into the bathroom area.
- No Kegs, Beer Balls, Mini Kegs, or other large-capacity containers are permitted.
- Beer is to be served in cans or bottles only.
- Food and alternate non-alcoholic beverages must be made available during any event at which alcohol is served.
- All trash, cans, bottles must be discarded of properly and taken to outside dumpsters or recycling containers.
- Renter assumes all legal liability for the event held at the facility.

In addition, caterers must adhere to the following alcohol service regulations:

1. The Renter and Caterer are responsible for adherence to all laws related to alcohol service and consumption. Caterers serving alcohol must possess a Pennsylvania Liquor License.
2. Alcoholic beverages may be served only by trained (RAMP certified) bartenders employed or engaged by the Caterer. Caterer must provide documentation of alcohol service training if requested.
3. If a Renter provides their own prepared food, the Renter must hire a Caterer to provide alcoholic beverage service if so desired.
4. A minimum of two bar staff are required at each bar service station.
5. Floors under bar areas must be protected from spills.
6. The Caterer, bar staff and servers are responsible for the amount of alcohol consumed by guests.
7. Caterers, Vendors, Service Providers and their employees may not consume alcoholic beverages at events.
8. Bar staff must be on duty no later than one hour prior to the scheduled Event Start Time to ensure that bar stations are set up and all alcohol properly secured prior to guests' arrival.
9. Alcohol to be served at an event may arrive at The Barn no earlier than one hour before the event start time, and no later than the scheduled event start time. Alcohol may not be unloaded before the Caterer and/or bar staff is present to accept and secure it. Additional alcohol may not be brought into the event after the scheduled event start time.
10. All alcohol, upon its delivery to The Barn, must be immediately placed under the control of the Caterer responsible for alcohol service. All alcohol must be attended by Catering staff at all time until the alcohol is loaded for removal from the Park by the Caterer.
11. Bar closing (i.e., "last call") announcements are prohibited.

12. Alcoholic beverages may be served no earlier than the scheduled event start time, and no later than 30 minutes prior to the scheduled event end time. All alcohol must be secured by the Caterer at end of service, specifically,
  - i. all serving devices detached/disabled;
  - j. all containers closed or drained;
  - k. all remaining alcohol removed from guest areas to kitchen or secured vehicle.
13. Alcoholic beverages may not be given to or taken by guests as they depart from the Event.
14. Any alcohol remaining at the end of an Event must be removed from The Barn by the Renter, Caterer or other responsible person designated by the Caterer no later than 1 hour after the event end time. The Caterer is responsible for ensuring no leftover alcohol remains in the Barn after the event.

# Upper Uwchlan Township - The Barn at Upland Farm

## Caterer Registration

The Barn is located at Upland Farm Park at 301 Pottstown Pike, Chester Springs, PA 19425. Upper Uwchlan Township is pleased to make the Barn at Upland Farm available for events and meetings. To register your restaurant/business as a Caterer for this facility, please complete this form.

### BUSINESS INFORMATION

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Main Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

### CONTACTS

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Secondary Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### ALCOHOL SERVICE TRAINING

Please list the alcohol service training program you use to train your alcohol servers:

Program Name: \_\_\_\_\_

Program Sponsor: \_\_\_\_\_

This business does not offer alcohol service as a client service (please initial here): \_\_\_\_\_

I have read and understand the regulations for caterers at the Barn and the Barn at Upland Farm rental policy, and I agree to adhere to that policy, the Caterer Regulations, Alcohol Service Regulations (if applicable), and all applicable regulations and ordinances. I also understand and agree that:

- Caterers are responsible for completing all the cleaning/check out tasks detailed in the Caterer Regulations;
- Barn Renters accept responsibility for the activities and actions of all of their Caterers during the event rental, and that costs for any damage, breakage, theft or excessive cleaning needed as a result of my actions or inactions may be charged to the Renter; and
- My failure to adhere to any of the conditions listed above or in The Upper Uwchlan Township Park and Facility User Policy or Barn Use Policy may result in the Renter's forfeiture of Damage Deposit monies paid to Upper Uwchlan Township.

*signature of catering business owner or manager*

*date*

### THIS AGREEMENT IS VALID ONLY FOR THE CALENDAR YEAR IN WHICH IT IS EXECUTED

Please include the following with your submission of this registration:

- A valid *Chester County Health Department License to Operate a Public Eating or Drinking Place*
- A valid Insurance Certificate documenting General Liability and proof of minimum insurance limits.
- A valid Insurance Certificate documenting Worker's Compensation coverage
- Documentation of alcohol service training provided to your service staff

### APPROVAL:

*signature of Township Manager*

*date*