

FBJ OUTSIDE CATERER GUIDELINES

Please sign and submit electronically or print and fax to FBJ Wedding Coordinator, Terri Pigford, at 601-714-6922. Signed guidelines may also be mailed to P. O. Box 250, Jackson, MS 39205. Direct questions or comments to tpigford@fbci.org or 601-949-1925 no later than thirty (30) days before the wedding.

GENERAL

1. Outside caterers must obtain approval of the FBJ Food Service Director.
2. When an outside caterer is used, a kitchen fee is charged because FBJ food service staff must be on duty.
3. Outside caterers must provide all food, dishes, serving trays, table skirts, candles, clean-up materials, cold and hot food storage, and other needed supplies.
4. FBJ ovens and refrigerators are not available to outside caterers.
5. FBJ dishwashing staff will be available, if scheduled, at a fee based on the number of guests. Generally, two dishwashers are scheduled for up to 200 guests and additional dishwashers schedule if the expected guest count is above that.
6. If FBJ staff clean up following the reception, there is an additional charge.
7. The caterer and/or bride are responsible for removing all remaining food and dishes.
8. FBJ is not responsible for borrowed or rented items.
9. *FBJ staff are not responsible for bussing tables or replacing dishes for an outside catered reception.*
10. On the day of the wedding, the reception location will be opened six hours prior to the confirmed wedding time, but no earlier than 7:00 AM. FBJ reception areas are not available for set-up the day before the wedding without reserving at an hourly charge.

TWO WEEKS PRIOR

Caterers must contact the Food Service Director two weeks prior to the wedding date and provide the information listed below:

1. Name of company bringing in rental equipment.
2. Any items to be delivered early.
3. Any items which will require use of the loading dock or freight elevators.
4. Dishwasher needs - FBJ will provide a dishwasher if scheduled.
5. Other cleanup needs – FBJ may provide for a fee if required.
6. A diagram of reception set-up should be faxed to Housekeeping Director with the following information.
 - a. Number of tables needed and their arrangement for 60-inch and/or 72-inch round tables.
 - b. Number of tables needed and their arrangement of 6-foot and/or 8-foot rectangular tables. (Note: The number of 8-foot rectangular tables available is limited.)

AFTER RECEPTION

1. Leave all floors, sinks, and countertops clean;
2. Remove all food, utensils, and other items brought for use;

3. Leave kitchen as clean and orderly as you found it;
4. Each outside caterer is responsible for following the guidelines set forth in the signed *Outside Caterer Guidelines* (found online or in APPENDIX F –VENDOR GUIDELINES). Failure to follow these guidelines will result in a charge to the caterer equal to the bride’s FBJ deposit. Failure to pay the charge to FBJ within 30 days of the wedding date will result in forfeiture by the bride of her deposit and the outside caterer will be prohibited from serving another wedding at FBJ.
5. Neither FBJ nor the Wedding Committee is responsible for any loss or damage to the outside caterer’s equipment, any borrowed or rented equipment/supplies nor are they responsible for any equipment or supplies left accidentally at the church.

I have read the above wedding policies and agree to follow them. If I do not, I will not serve another wedding at First Baptist Jackson.

Bride’s Name

Wedding Date

Outside Caterer/Company Name (please print)

Contact Phone/Email Address

Signature

Today’s Date

Revised: March 1, 2016