Guidelines for Caterers

Mary and David Harrison Institute for American History, Literature, and Culture
& Albert and Shirley Small Special Collections Library

In order to ensure access to the Harrison Institute/Small Library building, the caterer's time of arrival must be a predetermined *specific time that is scheduled and confirmed in advance with Harrison Institute/Small Library staff.*

Any advance delivery or post-event pick-up of any materials must be at a specific time that is scheduled and confirmed in advance with Harrison Institute/Small Library staff, in order to ensure access to the Harrison Institute/Small Library building.

Tables and chairs are available for your event. Harrison Institute will provide staff to setup/breakdown the rooms. Specifics must be discussed with the Harrison Institute Coordinator in advance. It will be the responsibility of the event organizer to inform the caterer of setup details.

Open flames are prohibited for lighting/decorative purposes, including but not limited to votives, candelabra, lanterns.

Propane burners are prohibited.

Chafing dish flames may be permitted on a case by case basis.

The convection oven may be used only for reheating foods. Cooking is prohibited.

No decorations may be taped, tacked, stapled, nailed, or glued to any surfaces.

A member of the Harrison Institute/Small Library staff will be available throughout the event to ensure space availability, that reasonable care is exercised in the use of the space, and to secure the building following the event.

Carpets and floors must be protected from water and spillage in bar and serving areas by exercising care and using appropriate coverings. The caterer is responsible for removing all debris, breaking down furniture as needed, and leaving the space in a clean, usable condition at the end of the event. The caterer is responsible for wiping table and counter surfaces, sweeping and mopping uncarpeted floors, and vacuuming carpeted floors.

The hallway leading to the Special Collections Library is not to be used for receptions.