THE CROSSING THEATRE CATERING POLICY

Responsible Department: Corporate and Community Services

Responsible Section: Cultural Facilities

Responsible Officer: Manager Cultural Facilities

Objective

The objective of this policy is to identify the requirements for catering in the hire of The Crossing Theatre facilities.

Policy

In the hire of The Crossing Theatre facilities the following must be followed in relation to catering:

1.1. External catering and provision of beverage is not permitted within The Crossing Theatre Complex as The Crossing Theatre has its own dedicated qualified chefs and staff for catering purposes;

1.2. Conference menus are available and flexible on approval by the Manager;

1.3. The Crossing Theatre will endeavour to work with community groups to provide catering to a required budget;

1.4. Catering requirements must be confirmed 21 days prior to the scheduled event;

1.5. For catering purposes final delegate numbers will be the minimum number charge appearing on the final account;

1.6. All food and alcohol must be purchased and consumed on The Crossing Theatre premises in compliance with the Liquor Licence and State Health Regulations;

1.7. The Crossing Theatre management reserves the right to refrain from serving alcoholic beverages to intoxicated or unruly guests;

1.8. Service of alcoholic beverages to guests requires appropriate proof of age;

1.9. Consumption of alcoholic beverages by minors will not be tolerated and will necessitate staff intervention to alleviate the issue and prevent recurrence of the problem;

1.10. Self-catering on The Crossing Theatre grounds or within the Band Room is permitted with management's approval, but all food and beverages must be consumed within those areas and not in the complex. All food scraps to be removed from Band Room, following each event.

History

Minute Number	Meeting Date	Description of Change
789/2010	December 21, 2010	Adopted
210/2013	April 2, 2013	Reviewed
164/2017	August 15, 207	Reviewed
	September 1, 2021	Rebranded