

# THE CROSSING THEATRE CATERING POLICY

<b>Responsible Department:</b>	Corporate and Community Services
<b>Responsible Section:</b>	The Crossing Theatre
<b>Responsible Officer:</b>	Venue Manager

## Objective

The objective of this policy is to set Council's policy position regarding catering in the hire of The Crossing Theatre facilities.

## Introduction

The Crossing Theatre is a vital part of the Narrabri Shire Community. Being its biggest and most versatile venue, it is frequently used for events that require catering.

## Policy

### 1. Crossing Theatre Provided Catering

- 1.1. The Crossing Theatre will provide catering services. This will include both food and alcohol in accordance with Council's liquor licence for The Crossing Theatre.
- 1.2. The Crossing Theatre can provide off-site food catering service.
- 1.3. Conference menus are available and flexible on approval by the Manager.
- 1.4. The Crossing Theatre will endeavour to work with community groups to provide catering to a required budget.
- 1.5. Catering requirements must be confirmed 21 days prior to the scheduled event.
- 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.

### 2. Catering provided by third parties

- 2.1. External catering provision of food and beverages, provided by third parties or users of facilities, is not permitted at The Crossing Theatre.

### 3. Review

- 3.1. This policy will be reviewed within 12 months of an Ordinary Council Election or from time-to-time on an as-needs basis.

## History

<b>Minute Number</b>	<b>Meeting Date</b>	<b>Description of Change</b>
789/2010	December 21, 2010	Adopted
210/2013	April 2, 2013	Reviewed
164/2017	August 15, 2017	Reviewed
	September 1, 2021	Rebranded
336/2022	October 18, 2022	Adopted