# CATERING GUIDELINES

## CCM ECUMENICAL CENTER

*In-house catering services are available for events held within the CCM facilities upon request. Should organizers prefer external catering, they are required to inform the CCM Management in advance.*

1. **SET-UP**
   Catering set-up is permitted only within the confirmed booking period. Please inform the CCM Management in advance regarding your expected set-up time.

2. **CLEAN-UP**
   All catering tables must be cleared of leftovers and cleaned within the allocated booking time.

3. **TABLES**
   Catering tables will be provided by CCM upon request only.

4. **PANTRY**
   Guest Room pantries are not available for caterer use.

5. **PROHIBITION**
   On-site cooking is prohibited.

6. **GENERAL CARE**
   Proper care must be taken when transporting food, equipment, and cleaning supplies, especially when using the lift.

7. **DAMAGES**
   Any damage to the CCM property, including the building or furniture, will be charged to the organizer.

8. **WASTE**
   All rubbish must be removed from the catering area and the CCM property. No waste is to be left behind.

9. **TABLECLOTHS**
   Tablecloths are to be arranged with your caterer. If tablecloths are required from CCM for buffet and/or banquet tables, a written request must be submitted to the CCM Management.

10. **VENUE INSPECTION**
    Organizers are responsible for ensuring that caterers are familiar with the CCM facilities. First-time caterers are encouraged to inspect the venue prior to the event.