

# Stillwater

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## Public Library

### Catering Procedures for Events Venue Rental

**Catering Delivery Address:**     **Stillwater Public Library**  
  **223 Fourth Street North**  
  **Stillwater, MN 55082**

**651.430.8757 Library Office**  
**651.295.7377 Venue Coordinator**

#### **FOOD PROCEDURES**

1. All food deliveries should arrive at our Fourth Street Catering entrance on the north side of the building.
2. If you have any questions regarding access to the building, time of delivery, or set-up for the event you are catering, please call Sandy Ellis, Library Venue Coordinator at 651.430.8757 or her cell phone at 651.295.7377.
3. **READ THIS CAREFULLY AND PAY ATTENTION – THIS IS IMPORTANT**  
Our caterer’s entrance borders an alley/private parking area. The drive is shared by the Library, the next-door Aurora Staples Bed & Breakfast and a residential apartment complex. The driveway which is on the north side, is also a **FIRE LANE** and belongs to the neighbors and is designated for their parking spots. Please **DO NOT TRESPASS or PARK** anywhere other than the designated vendor parking spot next to the loading ramp or one of the Library’s parking spots. ALL other space is **STRICTLY FORBIDDEN** for parking, unloading, or waiting. You will be tagged and towed immediately and at all times. We cannot stress this enough!
4. The Minnesota Health Department requires that all caterers must be current Minnesota Licensed Caterers. There are no exceptions!
5. Furthermore, the Minnesota Health Department does not allow food preparation on site. Absolutely no portable ovens, grills or stoves may be brought into the Library or used in the catering kitchen.
6. Food must arrive hot and be served hot or arrive cold and be served cold. The Library has a refrigerator and a warming oven for use by licensed caterers. The warming oven heats to 190 degrees and requires sixty (60) minutes to pre-heat.
7. **Preparation Equipment Available for Use on Site:**  
Refrigerator with removable shelves  
Ice Machine  
Warming Oven that heats to 190 degrees  
Sink  
Hand Sink with soap/towel dispenser  
  
NO Freezer, NO Stove, and NO Oven

8. For the protection of our facility, we require the following precautions:
  - When carving meat in the carpeted areas, the floors need to be well protected
  - No artificial colors may be used in punches
  - When using a chocolate fountain ensure the floors and walls are protected from splatters
  - Ice sculptures are discouraged indoors. If used, the floor must be protected
  - Bars are restricted to un-carpeted areas of the Library
9. The caterer is responsible for cleaning and removing ALL food-related garbage from the Library. If for some reason, the caterer cannot perform this task, it is the duty of the caterer to inform the Renter. The Renter is responsible for any garbage, food waste or trash that has to be removed by the Library staff and will be charged accordingly.
10. The kitchen should be cleaned, mopped and all countertops sanitized by the end of the rental period. All garbage must be removed via the Caterer's Ramp and taken to the dumpster in the garbage enclosure. Please follow our recycling policy. Do not put the garbage into the recycling containers. Renters will be charged for an additional hour of rental time if ANY garbage is left on Library property or placed in the incorrect bin.
11. All catering staff and vehicles must vacate Library property by the end of the rental period. If clean-up is not completed by the end of the rental period, the Renter will be charged for additional time, and the Venue Coordinator will make arrangements for clean-up to conclude the following morning.
12. After 10 p.m., all caterers are asked to do the following:
  - Hand carry as many items as possible, to prevent carts from rattling on our cobblestone pavers
  - Refrain from loud talking, yelling and unnecessary conversations
  - Keep the door at the top of the caterer's ramp closed when not in use to contain noise from the event
  - No smoking or drinking on the catering ramp or near the Library

### **ALCOHOL PROCEDURES**

The Library follows the City of Stillwater Alcohol Code (sect. 52-15). All alcohol must be served by a caterer with a Minnesota Caterer's Liquor License. No wine or champagne bottles are allowed on tables, nor is self-service of any kind allowed.