



Caterer's Responsibilities

Prior to Event

- Register with the Hamlet Historic Depot Board
- Provide the Depot Board with Certificate of \$1,000,000 aggregate liability insurance for each event
- Provide copy of Richmond County Health Department Permit

Alcoholic Beverages

- Alcoholic beverages may be served by an appropriately licensed and insured caterer.
- Only beer and non-fortified wine will be allowed. Hard spirits or cash bars are strictly prohibited.
- Brown bagging is prohibited.
- No alcohol will be served to any person under 21 years of age.

Open Flames

- No open flames except sterno type canned heat are permitted in the building
- Only battery operated or electrically operated candles, warming appliances or devices are permitted.

After Event

- Remove all items from refrigerator and freezer and wipe out.
- Remove all items brought into Station.
- Wipe down all counters, carts, and racks.
- Kitchen floor must be swept and mopped.
- Kitchen sinks should be cleaned.
- All garbage should be placed in the outside trash containers.