

# GUNDGALLERY

Kenyon College

## Outside Catering Contract

The Gund Gallery is the center for visual arts on the campus of Kenyon College. It contains offices, classroom spaces and a 6,000 square foot exhibition gallery. Completed in 2011, this striking architectural structure is located prominently on Middle Path.

The building is available for special programs and after hours use by campus departments and organizations. Currently, outside groups are not permitted to use the Gund Gallery for functions unless permission is granted by the Director of the Gund Gallery in consultation with Kenyon College senior staff. This restriction also applies to Kenyon College staff and faculty who seek to use the Gallery space for personal event use. If permission is granted, additional fees and rules may apply.

Outside catering is permitted, however, the following rules and regulations must be followed.

### Fee

A standard 10% fee will be collected by the Gund Gallery/Kenyon College from outside caterers contracted for events at the Gund Gallery.

### Kitchen

The Gund Gallery is equipped with a small kitchen on the first floor. This kitchen is not a licensed kitchen and is for staging purposes only. It cannot be used for food preparation. Although the kitchen is equipped with a refrigerator, stove, microwave and dishwasher, this equipment is for the exclusive use of the Gund Gallery programs. The caterer is responsible for bringing their own equipment for food storage, heating and cooling. The sink may be used for minor dishwashing and cleanup.

Glasses, dishes, serving trays, etc. stored in the cabinets of the kitchen are the property of the Gund Gallery and cannot be used by a caterer unless specific permission has been granted by the Gund Gallery Collections Manager & Registrar. Anything damaged in the course of use is the responsibility of the caterer to replace in full. The caterer or group is responsible for supplying all of their own food preparation receptacles and serving wares.

The kitchen is kept locked at all times. Access will need to be granted by a Gund Gallery staff member prior to an event and will need to be relocked (turning the lock and shutting the door) by the Kenyon group using the space at the end of the event.

### Alcohol

The Gund Gallery must be notified **in advance** if alcohol is being served at an event. All alcohol should be distributed free of charge to guests. Drink tickets or a cash bar **require** a liquor license.

### Loading Dock

The Gund Gallery loading dock is located on the first floor at the rear of the building. Caterers are welcome to use this access point to deliver food and equipment however the Gallery uses this space

regularly for the movement of artwork through the building. Caterers will be required **in advance** to alert the Gallery staff of their arrival time and proposed use of the loading dock space.

The Gallery also requires the caterer provide a list of equipment being brought into the loading dock, including storage requirements. There are electrical outlets in the loading dock if equipment needs to be plugged in.

The loading dock is also a locked space and initial access will need to be provided by a Gallery staff member. At the conclusion of the event, the loading dock will need to be relocked. Please contact Campus Safety to ensure the door is properly closed and locked.

Exhibition Gallery

The Gund Gallery's main exhibition gallery is located on the second floor of the building. Food and drink of any kind are NOT permitted in this space. There are no exceptions to this rule.

There is a small lobby space outside of the entrance to the Gallery. Food and/or drink stations can be set up in this space. The main lobby on the first floor and center lobby outside of the classroom spaces is also available for food and/or drink station set up.

Clean Up

It is the responsibility of the caterer to clean up the kitchen, loading dock and any other space used in the Gallery building. All trash must be bagged and left by the loading dock doors for pick up the following day. Equipment brought into the Gallery by the caterer must be removed at the conclusion of the event. If something needs to be stored by the Gallery for any length of time this must be arranged in writing prior to the event and approved by the Gund Gallery Collections Manager & Registrar.

It is the responsibility of the Kenyon department/organization to monitor the outside caterer and ensure that the above rules are followed. By signing below all parties acknowledge that they have read this contract and agree to adhere by the rules as they are stated.

\_\_\_\_\_  
(Caterer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Kenyon Department/Organization)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Gund Gallery)

\_\_\_\_\_  
(Date)