

Catering Instruction Form



Welcome to the Griffin Museum,

It is essential that the instructions listed below are followed so that the Museum can open to the public the morning following a private function. Please sign, and return this form to the Museum.

- Smoking is not permitted in the building.
- The movable gallery walls, projection screen and photographs may only be moved by a member of our staff. Furniture and fixtures cannot be moved without permission of a Museum representative.
- Decorations cannot be taped to walls or the photographs.
- Any tables or chairs belonging to the Museum must be returned to their original location.
- All rented equipment must be removed from the Museum at the end of the event.
- All trash must be removed from the Museum premises.
- The Museum must be left in broom-swept condition at the conclusion of the function.
- Ice may not be dumped on the grounds.
- Motor vehicles are not permitted on the grounds.

****VERY IMPORTANT****

As a caterer, you are required to obtain a catering permit from the Winchester Board of Health. If you are serving alcohol as part of the event, you must also obtain a one-day liquor permit from the Winchester Board of Selectmen and Liability insurance indicating the town of Winchester and the Griffin Museum as co-insured. **The Board of Health (781-721-7121) and Selectman (781-721-7133) offices are in the Winchester Town Hall.** For more information visit, <http://www.winchester.us/222/Licenses-Permits>

The liquor permit may take two weeks to procure, so please plan accordingly.

All permits and a signed copy of this form are due in our office three weeks prior to your client's event.

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"I will comply with the Griffin Museum of Photography policies."

Name _____ Title _____ Date _____

Catering Company _____ Phone (____) _____

Renter's Name _____ Event Date _____

Griffin Museum of Photography 67 Shore Road Winchester, MA 01890