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.

Name ______________________________  Title ____________________   Date ___________________

Catering Company __________________________________________     Phone (___)______________

Renter’s Name _______________________________________________    Event Date ______________