



Catering Function Packet

Nutrition Services is happy to provide refreshments for your meetings and events

When planning your meeting or event please consider these guidelines:

Meeting and Event orders:

- Place catering order using the **Catering Service Request Form** available on the district website
- Orders should be placed a minimum of seven days prior to your event
- Send your completed order to Jane Sweney
 - Email: jswene@district16.org
 - Fax: 763-600-5586
 - Phone: 763-600-5041

Changes or cancellation in order:

Requests for change or cancellation in orders of food or beverage service on the day of the event will be charged according to the ability to reuse the ordered items

Prices:

Prices listed are subject to change depending on the market prices

Reservation:

Please note when planning an event, outside of school hours, the location must be reserved through Community Education

Licensing:

All district kitchens are licensed facilities. The district complies with all state and county health department laws and guidelines pertaining to their use

Kitchen Use Guidelines

The use of a kitchen should be arranged with Jane Sweney, Nutrition Services Department at 763-600-5041

1. Please make your arrangements for kitchen use at least **2 months** in advance of your event
 2. To ensure availability and staffing, your organization must submit an **Online Facility Request** with Community Education to obtain a permit
 3. Submit an **Application for a Temporary Food Stand License** with Anoka County Community Health and Environmental Services, 2100 3rd Ave, Suite 600, Anoka, MN 55303-5042
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- No Individual or Group allowed to bring food or beverages into a kitchen for storage or use in the facility without prior approval from the Nutrition Services Office
- Any use of a District kitchen facility must include a Nutrition Service's employee on site for the entire duration of the period of use at a charge of \$40.00 per hour
 - The District employee will supervise the operation of equipment and use of the kitchen
 - Supervision does not include district staff preparation or cleanup of the kitchen
 - Additional district foodservice staff may be requested to work an event for an added \$40.00 per hour per worker
- **No children under the age of 14** are allowed in any part of the kitchens due to Food Safety and Health Department Regulations!
- **No students under the age of 19** are allowed past the serving lines of the district kitchens into the equipment and preparation areas
- Nutrition Services currently employs a linen service to provide towels, dish cloths, and other linens for our kitchens
 - Unless you supply your own linens and towels, you may incur a nominal fee for the use of linen supplies while using our kitchens

The Supervising Staff Responsibilities:

1. Ensure that health code rules are followed
2. Ensures equipment is properly operated
3. Ensures safety rules are adhered to when using equipment
4. Ensures proper hand washing and food safety standards are met
5. Ensures kitchen use is by adults only

The Responsibilities of the Event Sponsor:

1. Order food items from pre-approved food sources
 - Absolutely NO homemade items are allowed into the kitchen or kitchen areas
2. Prepare all food or menu items for their event
3. Set-up
4. Sell and/or serve food items
5. Clean up, including washing pots and pans, prep tables, and equipment used for the event
6. Return the kitchen back to its original condition
 - An additional charge of \$75.00 per hour will be assessed to the event sponsor should district staff incur labor hours to return the kitchen back to its original condition
 - **If you are unsure if the kitchen has been returned to its original condition, ask the supervising staff to inspect your final clean up before leaving the premises**

School Sponsored Events:

- When planning a school event, such as a spaghetti dinner or pancake breakfast, contact the Kitchen Manager at your school
- Final orders for food and/or supply items for school events must be given at least two weeks in advance to accommodate the delivery schedules of our suppliers. Catering charges and pricing applies for these services
- We are not allowed to purchase food off of District Nutrition Services contracts for fund raising events, non-school events, banquets, or any events not related to school foodservice needs
- Reminder: Absolutely NO homemade items are allowed into the kitchen or kitchen areas

Potluck Events:

- Local health departments do not allow potluck meals to be served from a licensed facility, the code states: "A potluck is a meal at which attendees bring food that is donated and shared by the attendees. A school may sponsor and hold potluck events in areas of the school other than the school's kitchen, provided that the school's kitchen is not used in any manner for the potluck event."

Kitchen Rental for Commercial Use:

- Kitchens are not rented to individuals, groups, or businesses to prepare items to be sold outside of the school cafeteria
 - This includes individuals and school groups associated with the District

Equipment Rental:

- All kitchen equipment is the property of the Nutrition Services Department. Equipment purchases are partially funded with state and federal subsidy money through the USDA and MN Department of Education, and rentals are not available for rent to any district or outside groups.

Licensing:

- All District kitchens are licensed facilities
- All Local and State Health Department rules, regulations and guidelines must be adhered to by the Spring Lake Park Nutrition Services Department and its assigned staff



Catering Service Request Form

Submit all requests to:

Jane Sweney

Nutrition Services Program Assistant

Email: jswene@district16.org

Phone: 763-600-5041

Fax: 763-600-5582

Date/Day/Time of Event: _____

Organization/Dept: _____

Phone Number/ext: _____

Requested By: _____

Event Name: _____

Location: _____

Date Submitted: _____

All catering functions require at least a **7 day notice** to plan staffing & place food orders

BEVERAGES (ALL beverages include cups and napkins)			Quantity
Coffee	1/2 Pot = 25 cups	\$ 12.50	Includes sugar, cream & stir sticks
	1 Pot = 50 cups	\$ 25.00	
Milk	1/2 pint	\$ 0.50	
Juice	4 oz cup	\$ 0.60	Apple
			Grape
			Orange
Fruit Punch	Gallon	\$ 8.00	
Lemonade	Gallon	\$ 8.00	

FOOD (ALL food includes plates, cutlery and napkins)			Quantity
Gourmet Cookies	2 oz / dozen	\$ 8.50	
Classic Cookies	1 oz / dozen	\$6.50	
Cinnamon Rolls	2.5 oz / dozen	\$ 10.00	
Snacks	1 oz	\$ 1.25	Popcorn
			Pretzels
			Chips
Yogurt and Fruit Parfait	9 oz cups	\$ 3.25	
Veggie and Dip Tray	Small (10-15)	\$ 20.00	
	Medium (25-30)	\$ 40.00	
	Large (40-50)	\$ 65.00	
Fresh Fruit Tray	Small (10-15)	\$ 30.00	
	Medium (25-30)	\$ 45.00	
	Large (40-50)	\$ 80.00	

Special order or instructions (if any): _____