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### CATERING RULES

Dear Catering Professional,

We are happy that you want to caterer at Del'avant Event Center. The historic building has three rental areas that are available for weddings, receptions, reunions, business meetings, and other types of events. To insure the integrity of the building is upheld, we expect the utmost professionalism from our vendors.

#### **Rules and Regulations of Del'avant:**

- \* Unloading and picking up items must be done between 8 am and 12 midnight on the day of the rented event. If it needs to be done earlier or later, you must coordinate with Anna Knight. The Renter will provide you a 4-digit code located on the back kitchen door to enter the building the day of the event.
- \* Caterers must leave the kitchen how it was when they arrived. They must sweep, clean counters, and mop if needed. If the kitchen is not cleaned, the customer may lose their security deposit.
- \* The oven is used for warming only. Cooking and frying is prohibited.
- \* All trash must be taken to the dumpster located on the top of the parking garage.
- \* Caterers are responsible for any illness or injury resulting from the preparation and serving of any food during the time the event is in progress.
- \* Caterers are responsible for any and all injuries of their staff and employees before, during and after the event.
- \* Smoking is not allowed inside the premises of the facility.
- \* If you need linens for the food tables, please make sure that the customer knows so that Del'avant will include them with their wedding package.

If you have any questions, please contact Anna Knight at 706-402-7497.

Thank you!