

Catering2u owns responsibility for safety of our staff while working at your event.

To both protect our valued employees and to ensure your function runs smoothly, we enclose this planning checklist for your information.

Parking	We will require car parking space(s) as close as reasonably possible to the serving area.
Access	If stairs, parked cars, or other access hazards, are to be encountered when entering and/or leaving the premises, please advise our office to discuss arrangements. This is an important safety issue that needs to be resolved.
Shelter <ul style="list-style-type: none"> • Rain • Wind • Sun 	Our staff will need a sheltered, ventilated and well lit area of approx 9 square meters to prepare and serve your food. This area also needs to be sheltered <u>from wind</u> as meats may not cook in time if the spit is in a windy spot. Also, even for the comfort of your guests, it is always a good idea to have a backup plan and/or venue.
Power	240V power will be required for our rotisserie spit motors, deep fryers and urns, depending on your order details.
Water	We need access to <u>fresh</u> water to prepare your meal. Access to a kitchen is not required but is a bonus even if it is only to cook potatoes and gravy.
Final details	Final guest numbers & menu selections are required 7 days prior to your event. Please call our office.
Alcoholic beverages	In accordance with our Safety Policies, Catering2U staff will politely decline offers of <u>alcoholic</u> beverages <u>during & after</u> our catered functions but we would prefer offers not to be made.

If you believe a site inspection is required, please call our office so we can determine a mutually convenient date & time.