



UW Botanic Gardens—Facilities & Rental Program

Caterer and Renter Guidelines & Kitchen Use Rules

Welcome to the UW Botanic Gardens. These guidelines and kitchen use rules are for caterers and renters who serve food and beverages at our UWBG facilities. Our catering kitchens are used by hundreds of renters each year and our rules are simple: *Find the kitchen clean, leave it clean; find it not perfectly clean, leave it clean.*

Food & Beverage Service

- Red wine, oil, candle wax and coffee stains on carpeting require extra cleaning effort by our staff and, thus, time is chargeable to the renter's damage deposit. Please clean up or report stains to our staff.
- Outdoor cooking in our courtyards requires use of a rubber mat or tarp (you provide) around the cooking area to prevent stains on concrete tiles.
- Leave nothing behind in the refrigerator or freezer.

Kitchen Care

- Find it clean, leave it clean—find it dirty—leave it clean.
- Follow instructions above kitchen outlets regarding what can and cannot be plugged in without overloading electrical circuits.
- Clean towels are provided for your use. Place soiled towels in the laundry basket provided in each kitchen.
- Wash coffee pots and return re-assembled pots to cupboards.
- Empty and wipe spills in refrigerators and dump ice in the sink. Dumping ice or food into shrubbery is not allowed.
- Wipe down all surfaces including counters, microwave and stove top.

Trash & Recycling

- All trash inside and outside must be in plastic bags and taken to the dumpster at the north end of the parking lot. Bags can be found in a kitchen drawer.
- Cardboard boxes should be broken down and placed in the paper recycling dumpster at the north end of the parking lot.
- Use UW recycling containers for bottles and aluminum cans.
- Compost haulers are available for "Green" events.

Thanks for your cooperation and have an enjoyable event at UW Botanic Gardens!

Lauren S. Fortune
UWBG Facilities & Rental Program