

## Attachment 3

### Parramatta Town Hall Catering Commission (Not for public exhibition)

There are costs associated with catering kitchen usage, loading dock management, water, power and wear and tear on in-house catering kitchen equipment. To cover these associated costs and maintenance with providing external caterers access to the venue's catering kitchen facilities, it is proposed that Council adopt a Catering Commission.

Fees payable for the provision of Catering are detailed in the Fees and Charges.

Catering Category	Caterer Requirement	Definition	Fee Payable
<b>Simple Catering</b>	No licenced caterer requirement – Hirer can make their own arrangements.	Refreshment Breaks with commercially pre-packaged foods only.  No alcoholic beverages served.  Catering Kitchen not required for use by hirer.  All waste and cleaning associated with catering undertaken by the hirer.  No alcohol to be served or sold.	<u>No Catering Commission payable</u>  Additional cleaning fees may be applicable if waste is not removed by the hirer or additional cleaning required)
<b>Event Catering</b>	a) NSW Restaurant & Catering Australia Gold Licensed Caterers Accreditation.  <u>or evidence of</u>  HACCP, Food Safety Management plan, Insurances  b) Appropriate Liquor Licence & RSA (as applicable)	All other event related catering activities served to attendees, including those on a retail basis.	<u>Catering Commission payable based on forecasted number of attendees.</u>  Kitchen Bond payable, refundable post event  Additional Cleaning/waste fees may be applicable