

CATERER GUIDELINES FOR USE OF KITCHEN & STAPLETON HALL

- Be sure to submit a Room Reservation Form and confirm the time, date and room with the Secretary in the office (office@starcc.com) and let her know what you will need in the way of tables or chairs, a week in advance, if possible.
- Please supply necessary items for your event: food, beverages, linens, china, glass ware, utensils, hand towels, paper plates, hot and cold drinks cups, napkins, plastic ware, condiments, etc.
- There are coffee pots on the shelves in the corner of the kitchen, one is designated for hot water. After use, please wash, dry & put them back on the shelf (do not leave them to drain in the sink.)
- If you do use any pots or utensils belonging to St. Aloysius, please wash, dry & put them away after use. Please leave the kitchen CLEAN AND TIDY for the next group.
- Lastly, please **DO NOT** leave food in the fridge or the kitchen when you are finished unless given permission by a staff member and it is labeled. Any food left behind will be discarded, removed or used

Thank you for your cooperation!

Local Caterers:	Phone:	Address:
<u>Toni's Deli</u>	<u>972-3403</u>	<u>75 Pine St. NC</u>
<u>Food Emporium</u>	<u>966-7818</u>	<u>280 Elm St NC</u>
<u>Walter Stewarts</u>	<u>966-4848</u>	<u>229 Elm St NC</u>
<u>A & S Deli</u>	<u>847-6336</u>	<u>120 New Canaan Ave, Norwalk</u>
<u>Regina's Table</u>	<u>667-4152</u>	<u>Ridgefield (also gluten free)</u>
<u>Susan Goodman</u>	<u>972-3793</u>	<u>New Canaan</u>