



## NY CREATES' Albany NanoTech Complex Catering Policy

To ensure the safety and quality of the food provided at special events, meetings etc., the NY CREATES community shall adhere to the guidelines and standards outlined in this policy as follows:

- NY CREATES' partner, J.R. Proprietors, is the **exclusive** caterer for all events held in public spaces at the NY CREATES' Albany NanoTech Complex (ANC).
- J.R. Proprietors have the **Right of First Refusal** in providing all food and beverage services at events or meeting held in public spaces at the ANC.
- **Alcohol Service:** J.R. Proprietors is authorized to purchase, store, and serve alcohol for ANC events. No other entity (department, caterer, or bartending service) may serve alcohol at ANC. J.R. Proprietors will obtain a temporary liquor license from the NYS Liquor Authority that governs the sale and service of wine, beer, and spirits at all ANC events.
- **Grill & Open Flame:** Barbeque grills and food-warming chafing dishes that require flammable chemical fuel (e.g. Sterno products) may only be used by J.R. Proprietors, unless the event host has been authorized a catering waiver.
- **Weather Conditions:** Outdoor events present special challenges to maintaining food at optimum serving temperatures. J.R. Proprietors will assist in planning a menu appropriate for the forecasted weather but suggest event hosts have an alternate plan if the weather is not conducive to outdoor services. J.R. Proprietors will use reasonable efforts to overcome weather-related challenges when possible.
- **Loss of Catering Items:** All non-disposable items and equipment provided by J.R. Proprietors remain the property of J.R. Proprietors. Should any of these items be lost, damaged, or unavailable for pick up within 24 hours of the event's end time, the replacement costs of these items will be charged to the event host.
- **Cancellations:** J.R. Proprietors understands that event cancellations can happen and are sometimes unavoidable. If a cancellation is necessary, please contact J.R. Proprietors as soon as possible.

### Contact Information for J.R. Proprietors, Inc.:

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