



CATERING/EVENT STAFF CHECKLIST

Twin Oaks Barn staff must check out the caterer and/or hired event staff. **The caterer or hired event staff are required to stay until the end of the event to help with cleaning, unless other arrangements have been made and approved by Twin Oaks Barn staff in advance.** Both the caterer and hired event staff must sign this agreement indicating both agree with completing these activities.

This form must be completed, signed and provided to Twin Oaks Barn prior to the event. The caterer will not be allowed to enter the property without this completed form.

The caterer or hired event staff must complete the following:

- Sweep kitchen space and space where food was served and eaten.
- Remove all food debris from sinks.
- Wipe down all tables
- Carry out all trash to the dumpster— trash from kitchen, event floor, bar area. If the dumpster is full, trash must be taken with you. Replace trash bags in trash cans (trash bags are provided.)
- Clean out refrigerator of all food & beverage— wipe down if necessary
- Wipe down and sanitize all kitchen counters and clean out the kitchen sinks

If Twin Oaks Barn’s tableware is used, the following must also be completed by the caterer or event staff:

- Scrape and rinse dishes and place them in the provided crates.
- Place glasses in the glass crates.
- Rinse flatware and put them in a crate or tub.
- Place used linens in container(s) (not trash bags).

Event Date		
Bride’s Name		
Catering Company Name		
Caterer Signature		Date:
Event Company Name		
Event Staff Signature		Date:

Questions or comments should be directed to
Beth McLaughlin, owner, Twin Oaks Barn.
919.628.8508 | UmsteadRanch@gmail.com