

Riviera Ballroom - Rules for Caterers

1. Any spills occurring during function should be mopped up immediately.
2. All debris on tables and bars must be removed when function is over and taken to the dumpster.
3. No mops and/or buckets with dirty water should be left standing.
4. Oversee moving of tables so as not to scratch floors - do not drag.
5. The City phone located in the security closet should be used by Security Personnel only.
6. The first floor door below the kitchen should be kept closed when personnel are going back and forth to the truck or kitchen.
7. No candles (lit or unlit), torch or other ignited or flame-bearing objects are allowed. No helium-filled balloons are allowed. No rice, confetti, glitter, bird seed or bubbles are allowed indoors or outdoors.
8. Parking is prohibited at the Riviera. You may park to unload for 30 minutes only.
9. Make sure dishwasher is drained or turned off.
10. Make sure warming ovens are turned off.
11. Remove all boxes and debris from Storage Room.
12. Do not **drag** garbage bags on outside cement. Use the cart to transport bags to dumpsters.
13. Make sure all kitchen facilities, including warming ovens are clean.
14. Do not leave ice scoops in the ice machines.