



1. **Information to be provided to SPO Special Events and Scheduling:**
  - a. Contact Information
    - 1.) Name of vendor
    - 2.) Vendor contact person
    - 3.) Vendor phone number
    - 4.) Vendor email
    - 5.) Departmental sponsor must provide department coordinator telephone number. Access to the department coordinator using this number must be available to SPO Special Events and Scheduling at all times
    - 6.) Vendor must provide on-site telephone number
  - b. In advance of the event, vendor/caterer must provide equipment drop off and pick up information. *Please note that parking is not available; caterer/vendor staff will need to find on-street or commercial parking lot*
    - 1.) Number of commercial vehicles
    - 2.) Arrival date and time – equipment set up
    - 3.) Arrival date and time – equipment removal.Equipment must be removed at the event's end. Any equipment left after that period will result in a \$50 charge to the reserving department for use of space. This includes loading docks.
2. **Site information**
  - a. Facilities must be left in the condition they are found. Any charges incurred by SPO as a result of failure to return facilities to pre-event condition will be journaled to the sponsoring department.
  - c. Equipment requirements. Notification to coordinate for the following items must be received **2 business days prior to the event:**
    - 1.) Staging in BRB loading dock area (see below for conditions)
    - 2.) If using equipment requiring electric, voltage/current information (see below for allowable Equipment)
    - 3.) Drop off time if before 8 AM on day of event (see below for conditions)
  - c. Sponsoring department **must** provide department coordinator telephone number. *Access to the coordinator using this number must be available to SPO Special Events and Scheduling at all times.*
  - d. Caterers/vendors **cannot** deliver or leave equipment in any facility space the day before an event
  - e. Use of tents must be in compliance with University of Pennsylvania Division of Public Safety Fire & Emergency Services guidelines. These guidelines are available from the SPO Coordinator
  - f. Ovens/grills used for outside events must be located a minimum of 50' from any building
  - g. Caterers/vendors cannot move School of Medicine furniture
3. **Staging / prep information**
  - a. Pantries are available on the 1<sup>st</sup> floor of BRB and on the 14<sup>th</sup> floor of BRB
  - b. Should vendor require drop off prior to 8am, vendor must notify SPO office (215-573-5555) in advance. If advance notice was not possible, vendor must still notify the SPO Coordinator (267-246-9222) regardless of the hour of the day. *Vendors may not leave equipment on the loading dock without this notification.* Someone **must** be present to receive it.
  - c. Ice and all liquid items must be contained in plastic containers to avoid leakage
  - d. Caterers/vendors must use their own staff for loading, unloading, setup, and teardown. Support Services staff is not available for this purpose
  - e. All equipment needed by the caterer must be approved and requested by the customer only
  - f. With 2-business-day prior approval from the SPO Coordinator, staging on the BRB loading dock is permitted *after* 1pm the day of the event, provided that food is not exposed

- g. Open flames and gas ovens/stoves are not allowed in any indoor facility, including loading docks
- h. Hot ovens / warming ovens with Sterno are acceptable with 2-business-day prior approval from SPO Coordinator
- i. Burners and electric convection ovens may be used with 2-business-day prior approval, and *after* providing voltage/current information to SPO Coordinator (267-246-9222, 267-246-8890). Burners and ovens are limited to use on appropriate counter surfaces *only* in the 1<sup>st</sup> floor BRB pantry and the 14<sup>th</sup> floor BRB pantry

4. **Breakdown / pickup information**

- a. Pantries, prep areas, and refrigerators must be cleaned after use. Facilities must be left in the condition that it was found
- b. Food, ice and beverages must be removed from refrigerators and facilities immediately following event
- c. Spills and waste must be cleaned before the caterer/vendor leaves the site
- d. Boxes, trash and other materials must be removed from the site and taken to the trash or recycle bins or with the caterer/vendor immediately following the event. Reserving department will be responsible for any cost incurred as a result of failure to properly clear site
- e. All caterer/vendor equipment must be removed by three hours after the event's end. Any equipment left after that period will result in a \$50 charge to the reserving department for use of space. This includes loading docks
- f. Reserving department is responsible for any damage incurred or additional cost arising from the caterer/vendor provision of service

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***Any caterer or vendor who does not follow to the above guidelines will be notified of this negligence and may be banned from using SOM facilities for future events***

***Any reserving department who has sponsored a caterer/vendor is responsible for enforcement of these guidelines. Failure to follow guidelines will result in additional charges to the reserving department***