

# THE CROSSING THEATRE CATERING POLICY



**Responsible Department:** Corporate Services  
**Responsible Section:** Corporate Services  
**Responsible Officer:** Director Corporate Services

## Objective

The objective of this policy is to identify the requirements for catering in the hire of The Crossing Theatre facilities.

## Policy

In the hire of The Crossing Theatre facilities the following must be followed in relation to catering-

- External catering and provision of beverage is not permitted within The Crossing Theatre Complex as The Crossing Theatre has its own dedicated qualified chefs and staff for catering purposes.
- Conference menus are available and flexible on approval by the Manager.
- The Crossing Theatre will endeavour to work with community groups to provide catering to a required budget.
- Catering requirements must be confirmed 21 days prior to the scheduled event.
- For catering purposes final delegate numbers will be the minimum number charge appearing on the final account.
- All food and alcohol must be purchased and consumed on The Crossing Theatre premises in compliance with the Liquor Licence and State Health Regulations.
- The Crossing Theatre management reserves the right to refrain from serving alcoholic beverages to intoxicated or unruly guests.
- Service of alcoholic beverages to guests requires appropriate proof of age.
- Consumption of alcoholic beverages by minors will not be tolerated and will necessitate staff intervention to alleviate the issue and prevent recurrence of the problem.
- Self catering on The Crossing Theatre grounds or within the Band Room (with the Narrabri Shire Band's permission) is permitted with management's approval, but all food and beverages must be consumed within those areas and not in the complex.

## Measure of Success

- Measure by the adherence to the Policy and Procedure outlined in the Policy.

## History

<b>MINUTE NUMBER</b>	<b>MEETING DATE</b>	<b>DESCRIPTION OF CHANGE</b>
789/2010	21 December 2010	Adopted
210/2013	2 April 2013	Reviewed