

SVA THEATRE CATERING GUIDELINES

The prep kitchen will be offered to you in clean, operational condition. Please restore this area to the same condition as you found it. Catering set-up and break-down must be completed within the rental period or additional costs may be incurred.

Key Rules:

- The use of open flame is prohibited throughout the theatre. NO sternos. NO cooking or frying. NO exceptions!
- Food and drinks are allowed in all areas of SVA Theatre. Glass containers (e.g., wine glasses, glass bottles, etc.) are prohibited in the two auditoriums. Glass is permitted in the lobby.
- A one-day permit from the NY State Liquor Authority is required to serve alcohol for non-SVA events. (SVA departmental events must secure permission from the Provost's Office.)
- Do not move the silver prep tables. If additional tables are needed, please ask SVA staff.
- Please ask SVA staff before using/removing any items from the basement (e.g., glass vases, wicker baskets/trays, etc.).
- Do not leave any utensils, tools, or food residue in the sink.
- The ice machine is for ice ONLY - do not put food, drinks, etc. in the machine.
- Inform SVA staff if any food or supplies will be left behind or picked up.

Available For Your Use:

- Multiple commercial refrigerators
- Commercial microwave ovens
- Sinks and prep tables
- One small wine refrigerator
- Ice machine
- Storage shelves
- Additional trash receptacles

For Safety Reasons, Do Not Block:

- Fire Alarms and Pull Stations
- Doorways
- Stairways
- Fire Extinguishers



Prohibited Items:

Due to fire safety rules, we do NOT allow the following:

- Sternos or Candles (including those for chafing dishes)
- Any type of open flame/exposed heating coils
- Baking, Frying, or Grilling
- Gas Induction Ranges/Burners
- Deep Fryers, Hot Plates, or Griddles
- Popcorn Machines (for display only)



Permitted Items:

We allow the following items, so long as they are attended to while in operation:

- Electric Proofing Cabinets (without the use of sternos)
- Electric Chafing Dishes
- Electric Food / Soup Kettle Warmers
- Convection Ovens
- Food Lamp Heaters
- Slide Toasters
- Electric Coffee Urns



Cleaning:

You are responsible for cleaning the prep kitchen before leaving.

- Arrange pick-up of all supplies and rentals.
- All food and beverages must be removed from the refrigerators.
- Ice is to be disposed in the sinks.
- All prep-kitchen and bar surfaces must be wiped down, clean and swept (including refrigerators and microwaves).
- Keep all trash and cardboard in one designated area in the prep-kitchen or upper level.



Please contact venueteam@sva.edu with any questions.