

# 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!
- Concessions, boxed/wrapped items, or meals and drinks are allowed in all areas of SVA Theatre. Buffet-style receptions should not permit food into the auditoriums.
- Glass containers (e.g., wine glasses, glass bottles, etc.) are prohibited in the two auditoriums. Glass is permitted in the lobby only.
- 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 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
- 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 open flame/exposed heating coils
- Baking, Frying, or Grilling
- Gas Induction Ranges/Burners
- Deep Fryers, Hot Plates, or Griddles
- Popcorn Machines (display only is OK)



## 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
- Sterno Flameless Food Warming Pads



## 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 of in the sinks.
- All prep kitchen and bar surfaces must be wiped down, cleaned, 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](mailto:venueteam@sva.edu) with any questions.**

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