

## **Self Catering Guidelines**

Thank you for choosing the **BEST WESTERN PLUS FLATHEAD LAKE INN & SUITES** for your event. We are happy that we can offer self-catering as an option. Below you will find our self-catering guidelines.

When self catering, you will receive the following: a sink and staging area, 2 refrigerated compartments (size of household refrigerator), large ice cambro, tables, table cloths, napkins (only 1 cloth napkin per guest) and garbage cans w/liners.

### **Guidelines:**

- We do not have a kitchen for your use.
  - All food must be prepared off-site and ready to serve.
  - Be sure to have a designated person that will be picking up the food, delivering it to the hotel and setting up the staging area.
- Food must be kept hot in non-electric chafers (due to circuit demands). Chafers are available to rent from us.
- No use of crock pots or roasters.
- The caterer will need to provide 1 helper per 32 people, which is equivalent to 4 tables with 8 guests per table, for bussing, aiding, etc.
- The caterer is responsible for setting up and tearing down the buffet station.
- You must either provide your own dishware or you have the option to rent from us. You're dishware must be throw-away or washed off-site.
- You must provide all serving platters, serving spoons and other serving items you may need for your event or you have the option to rent from us.
- Coffee services are **ONLY** available by the hotel. The charge is \$150 unlimited or \$25 per pump pot. (Each pump pot serves approx. 15 people) this includes, cups, creams and sugars.
- Please bring your own dishcloths and towels
- You must remove **ALL** trash from the room.