

Fredericton Playhouse Inc. Food & Beverage Policies and Procedures

Fredericton Playhouse is committed to helping you make your event a success. We are also committed to providing quality, professional, safe food and beverage services to you, your team, and your guests. In order to do so, the following procedures/policies must be followed.

Catering Services – Public and Private Events, Receptions, and Meetings

- All food and beverage services must be coordinated with the Patron Services Manager, Christina Nicoll, (506) 459-6217, christina@theplayhouse.ca.
- All food services must be provided by a professional caterer who is licensed by the New Brunswick Department of Health. Clients are not permitted to bring their own food or beverage items into the facility.
- The Playhouse will provide a list of reputable local caterers. If the client wishes to use a caterer that is not on the list provided, they may request approval to do so, provided the caterer is licensed through the New Brunswick Department of Health. Further, a Catering Supervisor is required to be on site for the duration of any foodservice activity (see crew billing rates).
- The Patron Services Manager can assist with the selection of an appropriate caterer and facilitate the process from start to finish, or, if the client so chooses, they may make their own arrangements with their caterer. In either case, catering services must be billed to the Fredericton Playhouse, the cost of which will be added to the final bill for rental services. A 10% handling fee will be added.
- If the client wishes to have the Patron Services Manager make all the arrangements a fee of \$25/hour will apply (minimum four hours). *(there is no fee for the initial consultation)*

Bar & Concessions Services – Public and Private Events, Receptions, and Meetings

- Fredericton Playhouse Inc. has entered into exclusive agreements with specific beer and soft drink suppliers. These suppliers' products are the only ones that the Fredericton Playhouse Inc. will serve in our facility.
- If a client wishes to have any item that is not regularly stocked (see attached list) made available at the bar for their event, they must coordinate this with the Patron Services Manager. Although every effort will be made to accommodate special requests, the approval of the Patron Services Manager is required. All items must be purchased by the Fredericton Playhouse and then billed to the client. Charges may also include any special delivery or restocking costs.
- Bar/concessions services will be provided for all public events at the discretion of the Playhouse management. Please contact the Patron Services manager if you have special requests (i.e. dry bar, special hours of service, etc.) and we will make every effort to accommodate you. Licensed areas include the East and West Galleries, Lobbies, and the Main Auditorium. Alcoholic beverages purchased from the bar cannot be taken to unlicensed areas of the premises (i.e. greenroom, backstage, dressing rooms).

Food and Beverage Services – For Backstage Artist/Crew Hospitality

- Pre-packaged food and drink (chips, candy, nuts, sodas, etc.) may be brought into the backstage areas (greenroom, dressing rooms, backstage).
- Prepared foods (including deli trays, catered meals, and the like) must be coordinated with the Patron Services Manager and must be provided by a professional caterer who is licensed by the New Brunswick Department of Health. “Homemade” foods/meals are not permitted.
- The Playhouse will provide a list of reputable local caterers. If the client wishes to use a caterer that is not on the list provided, they may request approval to do so, provided the caterer is licensed through the New Brunswick Department of Health. Further, a Playhouse Catering Supervisor is required to be on site for the duration of any foodservice activity (see crew billing rates).
- The Patron Services Manager can assist with the selection of an appropriate caterer and facilitate the process from start to finish, or, if the client so chooses, they may make their own arrangements with their caterer. In either case, catering services must be billed to the Fredericton Playhouse, the cost of which will be added to the final bill for rental services. A 10% handling fee will be added.
- If a client wishes to have the Fredericton Playhouse fulfill the requests listed on their Artist’s hospitality rider (i.e. snacks, specialty foods, special requests, etc.), we will be happy to do so. We are unable to provide alcoholic beverages. A fee of \$25/hour (minimum four hours) will be billed to the client in addition to the cost of goods and a 10% handling fee.