



**Pleasant Hill  
Recreation & Park District**

**People, Parks & Programs Since 1951**

Rental Office • 320 Civic Drive, Pleasant Hill, CA 94523 • (925) 676-5200 x 15 • Fax (925) 676-5630

## **Caterer's Information**

Welcome to the Pleasant Hill Community Center.

The rules governing the kitchen have been designed to ensure a successful event.

An inventory of kitchen equipment, which will be available to your staff, is listed below.

Please call the rental office if you need assistance 676-5200 ext. 15

### **Caterer's Responsibilities:**

- 1) Please check facility rental time. Caterer may enter kitchen ONLY during the time rented by applicant. Note sign by kitchen door for exact time.
- 2) Check with Customer Service Representative/Custodian at beginning of rental. Be sure that all equipment used is accounted for. If any inventory is missing or broken the applicant will be responsible. Check with the Custodian before leaving the building.
- 3) If placesettings are rented, they must be bused from the tables by the renter/caterer, and scraped/stacked as soon as possible. Custodian will wash, count them and put away rented placesettings (Community Center placesettings ONLY). Community Center dishes take priority for the dishwasher usage.
- 4) A dumpster is provided outside the kitchen door. Glass cannot be put into the dumpster. Place bottles, etc. in original containers and place beside the dumpster.
- 5) NO storage before or after an event is permitted.

### **Kitchen Facilities:**

Commercial Refrigerator & Separate Freezer

Commercial Range with 3 ovens, 4 burners  
(size of ovens: 28"wide/ 21" deep/ 14" high)

3 sinks, counter space, 2 bus carts (extra tables can be provided)

Commercial/Upright Dishwasher- Caterer may use after Community Center placesettings are done.

**Over Please...**



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## Caterer's Information

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### Equipment Rentals

Coffeepots:

1-220 cup, Custodian will make coffee.

2-1/2 lb. can/regular coffee

2-100 cup, Caterer can operate.

electric perk or regular grind for each pot

2-50 cup

electric perk or regular grind for each pot

2-portable bars

**Note:** Coffee, cream & sugar NOT provided

### Placesettings

Maximum placesetting-\*100

(\*Guest Count must be 100 or less)

7-Piece placesetting with utensils. Placesettings consist of

Dinner Plate

Salad Plate or Bowl

Cup

Knife, Fork & Spoon

Wine glasses available-NOT included in placesetting charge.

Available with rental of placesettings (NO CHARGE):

Water Pitchers, Salt & Pepper Shakers

Note: Salt, Pepper, Coffee, cream & sugar NOT provided.

### Table/Sizes

30	5'	Round Tables	seat 8
10	8'	Rectangular	seat 8-10
15	12'	Rectangular	seat 12-14
20	3.5	Card Table	seat 4
12	4'	Rectangular	seat 4-6