



## Penn Law Requirements of Caterers:

- Caterers for events at Penn Law must be in good standing on the University of Pennsylvania Approved PO Vendor list.
- All catering and rentals must load in and out of 3501 Sansom Street. No exceptions.
- Caterers are not to move furniture at Penn Law. For requests for furniture moves or additional tables, please speak with the Facilities Department.
- All large Penn Law events require a walk through 1-2 weeks ahead of time where catering must attend. All setup requests, arrival times, and prep locations will be discussed at that time.
- All rental drop offs and pickups must be cleared through Penn Law Facilities.
- No open flames or grilling.
- No hot food is to be placed on any furniture except 6-ft tables. This includes pizza, hot prepared foods, and sternos.
- Leftover beverages (except those with pulp) are to be discarded in sinks and toilets in common bathrooms. All other beverages must be taken back with catering. If the event owner does not want left over beverages, they must be taken back to the caterers.
- Caterers will not be given access to Housekeeping closets or Staff/Faculty kitchens.
- Leftover ice can be discarded in the Courtyard on the drains. Ice cannot be discarded on the grass, flower beds, etc.