

SunBird Food Service Policy

Approved 9.26.16

Potlucks:

- 1) Must be posted "Potluck Event – food not prepared in a Certified Kitchen".
- 2) No ticket sales or donations.
- 3) Food cannot be stored or prepared in any way from the ballroom kitchen.
- 4) Safe food storage, preparation and sanitation practices must be used.

Private Club Event:

- 1) Must be posted "Club Name-Private Event - food not prepared in a Certified Kitchen".
- 2) No ticket sales or donations of any kind outside of the club membership.
- 3) Advertisement for club members only.
- 4) Food cannot be stored or prepared in any way from the ballroom kitchen.
- 5) Safe food storage, preparation and sanitation practices must be used.

Clubs Selling Tickets to Persons Outside of Their Membership:

- 1) Only SunBird staff is licensed and authorized to use Ballroom and Horizon Room Certified Kitchens.
- 2) The bbq grills may be used by clubs, groups or individuals. User fee of the bbq grills is \$200 and does not include set up, take down or clean up.
- 3) A Food Special Event License must be obtained by Maricopa County Environmental Services. Copies must be provided to the SunBird Office one week prior to the event and posted during the event.
- 4) A group or person whether hired, paid, or volunteer is not permitted to store, prepare, cook, or serve food from the ballroom kitchen.
- 5) Safe food storage, preparation and sanitation practices must be used.

Food Service with Ticket Sales Using or Hosted by SunBird Food and Beverage Operations

- 1) A club or group or SunBird may sell tickets for this event.
- 2) All food storage, preparation and service must be operated by certified SunBird staff.

Bake Sales or Goods for Sale

- 1) A sign must be posted at the table or area where the baked goods are sold stating "Food not prepared in a Certified Kitchen."
- 2) Baked goods for sale cannot be temperature controlled foods meaning needing heating or refrigeration (creams, cheeses, etc.)

Memorials and Celebrations of Life Events:

- 1) Must be posted "Food not prepared in a Certified Kitchen".
- 2) No ticket sales or compensation in anyway.
- 3) Temperature controlled foods (foods needing heating or refrigeration) cannot be served.
- 4) Food cannot be stored or prepared in any way from the Ballroom and Horizon Room Certified Kitchens.

Home & Home Tournaments:

- 1) Must stay private among clubs.
- 2) A group or person whether hired, paid, or volunteer is not permitted to store, prepare, cook, or serve food from the ballroom kitchen
- 3) Must be posted "Food not prepared in a Certified Kitchen".
- 4) Food is included in the tournament fee for only those participating in the tournament and food is only a small part of the tournament. Food is not the main driver for the event.
- 5) If the food is prepared away from SunBird facilities and event is held on the patio or in the tennis/pickle ball/shuffleboard/horseshoe/bocce ball area, a Food Special Event License is not required.

Other

Catered Food Events are not permitted by any company at SunBird community facilities except by the SunBird food and beverage operation.

No Food or Beverage of any kind may be brought into the Horizon Room (restaurant) whether or not the food and beverage services are operating.