

SunBird Food Service Policy

Reference Sheet

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.
 - ✓ Potlucks are events that the people attending bring food to share and eat with others.
 - ✓ No money or donations are collected.
 - ✓ Potlucks may be held when scheduled at the patio area, ballroom, recreation area, and other rooms in the clubhouse except for the Horizon Room.
 - ✓ There is no charge to SunBird clubs and groups unless set-up or clean-up arrangements are made.

Private Club Event:

- 1) Must be posted 'Club Name-Private Event - food not prepared in a Certified Kitchen'.
- 2) No ticket sales or donation 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.
 - ✓ Individuals, clubs, the SunBird Church, or groups may bring their own food contributions and may accept donations or charge their members to pay for all or part of the food served. For example: Club X holds an event where either some of the members bring food to share, the club provides all of the food, or money collected or donated is used to purchase or reimburse for the food, or any combination thereof

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 barbeque grills may be used by clubs, groups, or individuals. User fee of the 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.
 - ✓ Club X is advertising and selling tickets to an event to people outside their membership. Per Maricopa County, a special events license is required.
 - ✓ A Potluck may be held after a tournament as long as tournament fees are not for the food.
 - ✓ Any non- SunBird HOA entity using the grills are charged the \$200 fee.
 - ✓ The \$200 fee may be waived if the funds raised are donated to a charity.

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.
 - ✓ The club wants to provide dessert. They may do so providing the event is held outside of the Horizon Room, if the item is not a temperature controlled food, and the ingredients are listed for each item.

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, cheese, etc.).
 - ✓ For a club to be considered a charitable organization, they must be registered with the State of Arizona.
 - ✓ The food is not a temperature controlled food, must be individually wrapped, and ingredients listed.

Memorials and Celebrations of Life Events:

- 1) Must be posted 'Food not prepared in a Certified Kitchen'.
- 2) No ticket sales or compensation in any way.
- 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.
 - ✓ These types of events may be catered by the Horizon Room if desired

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.

For Example: A Special Event License is not required for the following:

- ✓ SunBird clubs such as tennis, shuffleboard, or bocce ball sponsors a tournament and is not open to the general public.
- ✓ A specific SunBird golf club invites a specific Sun Lakes golf club to a Home & Home Tournament and is not open to the public.

- ✓ If the grills are used and the Home & Home is held to raise funds for the hosting club, the \$200 fee will be required.

Catered Events

Catered Food Events are not permitted by any company at SunBird community facilities except by the SunBird Food and Beverage Operation.

- ✓ Food prepared, delivered, and served by Full Services or Fast Food Restaurants, or Catering Services is not allowed
- ✓ Clubs can purchase food from outside restaurants, but the restaurant can only deliver the food - may not set-up, serve, or clean up. The club may pick up the food and bring it to SunBird themselves.
- ✓ Food may be served on the patio, recreation areas, ballroom, and other designated rooms in the clubhouse.
- ✓ 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

General Statements

- ✓ People can serve themselves at such events as potlucks, memorials, or private club events.
- ✓ Golf clubs such as the Men's and Lady 18ers, Lady 9ers, etc. may serve coffee and donuts to their members only.
- ✓ Kare Bears sponsoring a golf tournament can have a potluck afterwards as long as it is a 'separate' event.
- ✓ SunBird kitchens may only be used by Certified SunBird staff.
- ✓ 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.
- ✓ A list of TCF (temperature controlled foods) is available at <http://www.azdhs.gov/preparedness/epidemiology-disease-control/food-safety-environmental-services/home-baked-confectionery-goods/index.php#approved-foods>