

**Restaurant/Caterer guidelines/specifications for Bethlehem Rotary Tastes & Tunes  
October 6, 2019 at The Charles Brown Ice House, 57 River Street, Bethlehem, PA 18018**

**Participants:**

- ▶ Will receive four complimentary tickets for the event, to give to family, friends or clients
- ▶ Will set up Food Stations by 3:30 p.m. for service to begin at 4:30 p.m. *Guests begin to arrive by 4 p.m.*
- ▶ Will provide/arrange for serving personnel
- ▶ Prepare to serve 325 guests with adequate portions. The event is more than a tasting event. Substantial but easy to eat portions work best.

**Rotary will ensure:**

- ▶ Napkins will be available at all stations. Utensils will be provided according to your menu (*check your needs on the commitment form below.*) All other items must be provided by participant
- ▶ Stations will be provided with one 8' banquet table draped in linen
- ▶ Electric is available as needed
- ▶ Open flame is permitted (*including butane*).
- ▶ Recognize participants in the printed program, along with their menu for the evening; participants will also be noted in press release and on the Bethlehem Rotary website

No beverages are to be served. Wine, beer, and soft drinks are provided separately for guests

Please contact Lori Knerr and Kerry Wrobel with any questions at [bethrotarytasteandtunes@gmail.com](mailto:bethrotarytasteandtunes@gmail.com)

Send your LOGO to Deb Geiger, [Geiger.debra@rcn.com](mailto:Geiger.debra@rcn.com)

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**CUISINE COMMITMENT FORM**

**Please complete this form and mail to Bethlehem Rotary, PO Box 358, Bethlehem, PA 18016, ATTN: Lori Knerr**

**YES**, we would like to show our support for the Bethlehem Rotary on Sunday, October 6, 2019 by sponsoring a food station and providing cuisine!

Caterer/Restaurant Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

Please describe the menu items you will serve at your food station:

\_\_\_\_\_

\_\_\_\_\_

**Please check if an electrical outlet is required** \_\_\_\_\_

The Bethlehem Rotary will provide the following items for guests to enjoy your cuisine. Please check the supplies you need to serve food at your station:

Forks

Spoons

Knives

Bowls

Cups

Plates