

## CIGI Campus Catering Guidelines

Groups that have rented the facilities are free to use the caterer of their choice; however CIGI does have a list of preferred caterers. If a caterer is selected that has not previously worked at CIGI, they must meet in advance with a member of the Facilities and Events team.

CIGI Campus does not have cooking facilities; food must be prepared off-site. The caterer must operate within the area and guidelines set out by CIGI management. Caterers must remove all garbage and recyclables generated at the event. Heating appliances such as hot plates and toaster ovens are not permitted. Note that only lidded beverages are allowed in the CIGI Auditorium.

A [Special Occasion Permit](#) (SOP) is required if alcohol is being consumed. SOPs are issued from select Liquor Control Board of Ontario (LCBO) stores throughout the province. The application must be submitted at least 10 days before the event, unless the event is being held outdoors in which case the lead time is 30 days. The permit holder is responsible for the safety and sobriety of the people attending the event. Once a Special Occasion Permit is issued, all liquor for the event must be purchased with the SOP at the LCBO, The Beer Store or any Winery, Brewery or Distillery store. You must also post your permit at the bar area during your function. If it is a sale event, the levy receipt must be posted as well. Alcohol is not permitted in the CIGI Auditorium.

### Preferred Caterers

#### **Appetizingly Yours**

Lana Tarrant  
519-821-6246  
[lane@appyours.com](mailto:lane@appyours.com)

#### **Bingemans**

Spiro Dracopoulos  
519 744-1231  
[sdracopoulos@bingemans.com](mailto:sdracopoulos@bingemans.com)

#### **Wildcraft**

Stephanie Cook  
519-747-3492  
[scook@charcoalgroup.ca](mailto:scook@charcoalgroup.ca)

#### **Y Café Caterer**

Sam Yoo  
226-772-3035  
[kunsan66@gmail.com](mailto:kunsan66@gmail.com)