

# Hamilton Fine Arts Center Sussex, WI



## Concessions Guidelines

- Intent to utilize the Concessions Booth must be arranged a minimum of four (4) weeks prior to the event with the HFAC House Coordinator. The Concessions menu must be submitted at this time.
- The Concessions Counter is located in the main lobby. A sink with a back counter, a front counter with a roll-up window, hand soap, paper towel and garbage can are provided.
- The Concessions Counter is available for use during the day of the sale, only, and cannot be used as a storage area.
- The Concessions Counter is available for concession sales at a rate of 15% of the total sales and due prior to departure (except for district groups).
- The HFAC is not responsible for monies, tickets or valuables, nor is a safe available for use. The facility does not handle cash or provide change.
- There is no ice machine or hot boxes available. Groups are responsible for providing their own bagged ice.
- The renter is responsible for all setup and complete clean-up, including wiping down counters and emptying trash. Groups choosing not to clean-up prior to departure will be subject to additional custodial fees.
- There is absolutely **NO food or beverages allowed in the theatre at any time—NO EXCEPTIONS.**
- The renter will be held financially responsible for any cleaning costs and replacement costs from any form of food or beverage consumed in the lobby. Carpet cleaning due to food spills or damage may exceed \$500, and will be charged to the renter.
- Items must be in a sealed, **single serving size packaging** with ingredient list on each package. Absolutely no home baked items will be allowed to be served. Suggested items include:

**Peanuts (no shell)**

**Pretzels (hard or soft)**

**Chips, (no Cheetos or Doritos or dips of any kind)**

**Granola Bar**

**Rice Krispie Treats**

**Fruit Snacks**

**Cookie (no sprinkles)**

**Whole Fruit**

**Carrots**

**...and other dry snacks, upon approval of the HFAC House Coordinator**

**Bottled Water**

**Pink Lemonade**

**Sprite**

**...and other clear liquids, upon approval of the HFAC House Coordinator**

Coffee, cola, and other dark beverages are not allowed in the HFAC.