



**February 2009**

**Dear Restaurant Manager,**

**The 16<sup>th</sup> Annual Taste of Heights is September 24<sup>th</sup> 2009 at the beautiful Witte Museum and your restaurant is invited to set up a table.**

**Each year we have upwards of 700 guests, and over 35 restaurants participate. The exposure is fantastic and it is an entire evening of great food, live music and a silent auction.**

**Last years event was its biggest ever, and now in 2009, our goal is to make the event even better. We are using more of the Witte's grounds and have several live music entertainers to offer to our many guests.**

**The event is from 7pm to 10:30pm, with last call at 10pm, so guests will have plenty of time to sample your specialties. Bring lots of take-out menus and business cards; because once someone discovers you, they will want to know more about you.**

**If you'd like to participate, the forms are attached. For a copy of last years' brochure please visit the Alamo Heights Chamber website at [www.alamoheightschamber.org](http://www.alamoheightschamber.org) and click on The Taste of the Heights link.**

**The forms outline the special requirements we have to follow in order to have this event at the famous Witte Museum, as well as your needs for your table.**

**This year, we are collecting the food permit fee and proof of general liability insurance when you submit your application.**

**Time and space is limited, so don't delay in letting us know that you will be there. The Taste of Heights is a high visibility event, so consider donating dinner for four at the silent auction, and double your presence.**

**If you have any questions, email or call. This year will be the best ever.**

**Sincerely,**

**Juli Blanda  
President, Alamo Heights Chamber of Commerce  
Grande Communications**

# Witte Museum

## Guidelines for Caterers/Vendors for “Taste of the Heights”

The Events Staff and Witte Museum Security will enforce all of the following guidelines. The Museum staff strives to be as accommodating as possible to caterers, but please remember that these are museum facilities, not convention or banquet facilities, and the museum has strict usage regulations due to the uniqueness of its contents. Please respect these regulations.

### Requirements:

1. **All caterers/vendors must provide a current copy of their general liability insurance, showing the value and limits of coverage. The participating person must also sign the Guidelines for Caterers. The Alamo Chamber of Commerce must have these documents on file one month prior to the event. You will not be able to participate in the “Taste of the Heights” if these documents are not returned in a timely manner.**

### Set-up:

1. Set up and decorating in public areas of the museum (e.g., veranda, courtyard, Prassel foyer, etc.) is not permitted until 4:00 pm. In addition, decorations may not be attached in such a way as to leave any type of mark on Museum property.
2. Caterers will be entering through the Tuleta Gate. The Witte Museum is not responsible for loss of, or damage to, rental items.

### Clean-up:

1. **The caterer/vendor is responsible for clean up of all areas of the Museum used during a special event. This includes storage of table and chairs, sweeping and mopping affected areas, as well as removing all trash generated during the event. Any stains or spills are to be cleaned immediately. Remove straws, bottle caps, etc. from ground before leaving. There will be a \$200 charge if the area is not cleaned up when the caterer/vendor leaves.**
2. The Witte Museum provides garbage cans with bags for use by the caterer/vendor. The cans are to be emptied regularly. All trash must be taken to the dumpster.
3. All beverages and foods must be removed immediately following the event.
4. **It is the responsibility of the caterer to set-up and take down all tables and chairs used for the event. Tables and chairs are to be returned to the Prassel kitchen.**
5. All decorations must be removed.

6. All deliveries must be removed from the museum grounds the evening of the event.

**Alcohol:**

1. Alcohol must be served by a TABC Certified bartender.
2. The caterer has the right and obligation to refuse to serve liquor to anyone less than 21 years of age or anyone deemed intoxicated. **Bars must be closed 30 minutes prior to event conclusion.** Any remaining alcohol is to be removed immediately after the event, unless other arrangements are made with the Special Events Department prior to the event.
3. No margarita machines or kegs are allowed indoors.

**Cooking:**

1. Frying and grilling are allowed outdoors only. Only sterno units may be used indoors. Please note: The Witte Museum's fire alarms and smoke detectors are highly sensitive. Any cooking indoors **will** cause these alarms to go off. Grease must be stored in sealed buckets provided by the caterer and must be disposed of in the Witte's dumpster or removed from the property completely. Proper drip pans must be used under grills. Extinguished coals and ash must be disposed of off-site.
2. All cooking surfaces (e.g., propane burner units, grills, etc.), which are used outdoors **must be attended at all times** once fire is started.
3. Caterers are required to furnish one fire extinguisher within 15' of each flame (such as sternos). **All candles must be contained within glass.**
4. **Do not dispose of ice on grass, flowers or shrubs. Ice can be disposed of in the kitchen sinks or on the loading dock.**

# Witte Museum Guidelines for Caterers

Please sign and return.

I, as representative for the caterer: \_\_\_\_\_ agree to follow the guidelines as stated above. I further agree to communicate these guidelines to all staff that will be involved in working any event held at the Witte Museum.

Event: “Taste of the Heights”

Date of event: Thursday, September 24, 2009

Please return a signed and dated copy for our records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

### Please Initial the following:

Clean up of area used is the responsibility of the caterer/vendor.  
\_\_\_\_\_

Set up in public areas is not allowed until 4:00 pm \_\_\_\_\_

Only sterno units are allowed indoors \_\_\_\_\_

Alcohol service must end 30 minutes prior to conclusion of event \_\_\_\_\_

All tables & chairs will be set up and taken down by the caterer/vendor \_\_\_\_\_

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

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

**Michelle Moon**  
**Museum Rental Sales Manager**  
**Witte Museum**  
**3801 Broadway**  
**San Antonio, TX 78209-6396**  
**Phone 357-1896**  
**Fax 357-1883**

**16<sup>TH</sup> ANNUAL TASTE OF THE HEIGHTS**  
 PRESENTED BY THE ALAMO HEIGHTS CHAMBER OF COMMERCE  
**THURSDAY, SEPTEMBER 24, 2009 – THE WITTE MUSEUM**  
**REGISTRATION FORM**

**DEADLINE:** *The first 40 commitments will be selected to participate.*

Please fill out the registration form in order to participate in the Taste of the Heights and mail it in along with the required documentation to the address listed below. We are looking forward to working with you.

|  |  |
|--|--|
| Name (Primary Contact)                           |  |
| Position   |  |
| Cell Phone Number                                |  |
| Email Address<br>(Our best way to keep in touch) |  |
| -----Information for the event handouts-----     |  |
| Restaurant Name                                  |  |
| Restaurant Address                               |  |
| City, State, Zip                                 |  |
| Website  |  |
| Restaurant Phone                                 |  |

|                                 |      |
|---------------------------------|------|
| Signature of Responsible Person | Date |
|                                 |      |

|  |
|--|
| Please describe what you will be serving |
|  |

|                      |   |
|----------------------|---|
| <b>Please Circle</b> |   |
| Yes No               | Electricity is required for table? (electricity limited-must provide own extension cords) |
| Yes No               | Prep space is required behind table? (space is limited)                                   |

|                       |   |
|-----------------------|---|
| Yes No                | Participated in this event in prior year(s)?  |
| Yes No                | Would you like the same spot as last year, if possible?                                     |
| Yes No                | Catered at the Witte before?  |
| Yes No                | Food prep involves grill/fryer on site? (grill/fryer outdoors only; sterno allowed indoors) |
| Inside Outside Either | Prefer inside or outside table (all are under cover)?                                       |

|                       |   |
|-----------------------|---|
| <b>Please Initial</b> |   |
|                       | Enclosed is my \$55 Food Permit Fee (payable to Alamo Heights Chamber of Commerce)  |
|                       | Enclosed is a copy of my \$1,000,000 General Liability Insurance (1 page)   |
|                       | Enclosed is my Witte Caterer's Agreement  |
|                       | I agree that my table will serve guests, and is not simply a display  |
|                       | I agree that my table will be manned at all times   |
|                       | I agree to have sufficient extension cords for use at my location (if needed)   |
|                       | I will <b>meet</b> with the Witte Event Planner to review the Witte's catering rules. First-time caterers must meet with the Witte event staff for a walk-through one (1) month prior to event (only necessary if <b>first</b> time to cater at the Witte contact <b>Michelle Moon 210-357-1896</b> ) |
|                       | I will meet with event organizers in advance to determine my location   |
|                       | I agree to have sufficient table covering for my table(s) (tablecloths, décor, etc.)  |
|                       | I agree that only 1 – 8 ft. table will be provided  |
|                       | I agree to provide at least 4 weeks notice of cancellation  |

|  |   |
|--|---|
| <b>Please mail this form, your check, your Witte Caterer's form, and your proof of general liability insurance to:</b> | <b>Taste of the Heights<br/>Alamo Heights Chamber of Commerce<br/>7700 Broadway Suite 104, Box 216<br/>San Antonio, Texas 78209</b> |
|--|---|

|                   |   |
|-------------------|---|
| Questions?        |   |
| Januarie Scott    | 210-828-2856 <a href="mailto:januarie.scott@guarantybank.com">januarie.scott@guarantybank.com</a> |
| Barbara Henderson | 210-367-6948 <a href="mailto:beehendtx@yahoo.com">beehendtx@yahoo.com</a>                         |

## Restaurant Participation Check List

### Provided

- 1 - 8 ft. table will be provided - planned in advance
- Location for tables - planned in advance
- Electrical outlet if planned in advance
- Large trash cans (shared)
- A place to stash carts and dollies
- Running water is available in a small kitchen space
- We will provide admission passes for 3 people
- **Hundreds of hungry people, eager to taste**
- **Colorful event brochures with your name, address, phone, and website**

### Bring Your Own

- Table coverings (they are required)
- Table decorations
- Ice (if needed)
- Chairs (if needed)
- Extension cords (make sure your location has service)
- TABC cards if serving alcohol
- Coolers and Heating for food
- Clean-up crew
- Fire extinguisher if grilling or Sterno, or using candles

### What We Need to Know

- 1 - 8ft. table will be provided. Will you need more tables? (if your space allows)
- Do you need prep space behind your table? (if your space allows)
- Do you need electricity?
- Some vendors will be in the Veranda due to Witte rules on food products, so we will be requesting food type that you plan on serving.

### Logistics

- Witte Museum is at 3801 Broadway
- Thursday, September 24<sup>th</sup>
- Event Starts at 7pm, Last Call is 10pm, Event Ends at 10:30pm
- Vendors must remain up and running until 10pm
- Teardown can begin at 10:01pm – no later.
- 2008 had approximately 700 people in attendance at the event
- Setup is between 5pm and 6pm. Gates will be locked at other times.
- Loading zone is on the South side of the Witte, and will have a guard
- Plan on removing all boxes, containers, trash at the end of the event. Limited garbage dumpster space available.
- Do not dispose of ice on grass, flowers, and/or shrubs  
The space must be left in the same condition as we found it prior to the event.

### Meetings

- Witte Museum meeting with all food vendors, at least one (1) month prior to event; required **only** for people that have not catered an event at The Witte in the past. Contact Michelle Moon 210-357-1896.
- Proof of Insurance Binder for \$1,000,000 liability coverage
- Visit with organizers to determine your table locations

### Cancellation

If you find you must cancel, please call Januarie Scott at 210.828.2856 or email her at [januarie.scott@guarantybank.com](mailto:januarie.scott@guarantybank.com) at **least four weeks in advance**.

We will be saving the space that has been allocated for you; if circumstances prevent you from attending, this space will be offered to other restaurants.