

# Caboolture Hub

## Learning & Business Centre

### Catering

From January 2025 that you can now bring in your own catering for your events with us! To ensure clarity and a smooth experience, we'd like to outline our updated catering policy:

**Catering responsibility:** Clients are responsible for arranging their own catering, including accepting deliveries and coordinating set up with vendors. If you wish to use external caterers to come in and serve for your event, please call the team on 07 5433 3700 to discuss the use of the foyer area and food business licence requirements for your caterer. Please note that all prepared food must be made by a licensed food business unless it is for individual consumption. Please ensure that all food items being stored in the fridges are labelled with the date, company, booking name and booking number. If you are arranging delivery please note our address is: Caboolture Hub, Learning & Business Centre - Level 1 (above the library) 4 Hasking Street Caboolture and only accessible during business hours Monday to Friday 8:00am-5:00pm

**Food Preparation:** All food preparation will be required to be completed in advance or be prepackaged. Our venue will supply a fridge, microwave, servettes and cleaning facilities only. Clients will need to supply their own catering trays, tongs, single use plates and cutlery, paper towels and containers for left-over food. Unfortunately, there will not be a space available to prepare food, cook or cut up and must be prepared in advance. Please keep in mind that the kitchen space is a shared area for all 15 meeting rooms. Outside cooking appliances will not be allowed to be used.

**Serving:** You'll also be in charge of serving all food during the events. If serving outside of your room, please ensure food is not left out after food service time as this area must be kept clean and tidy due to being a collaborative space.

**Cleanup:** Please ensure all catering and food related items are cleaned up after your event. This includes clearing tables and wiping down, packing leftovers and removing from the fridge, disposing of all rubbish and managing all spills on tables, floors and wiping over the fridge space. Any food left in the fridge at the end of the day will be discarded. A cleaning fee will be charged to the client if the room/areas require additional cleaning.

**Waste Disposal:** All rubbish should be properly disposed of in the designated bins in the venue or taken with you.

**Tea & Coffee Stations:** The tea and coffee stations will be available all day to your guests to use free of charge as part of your booking.

**Local Catering Suppliers:** For details of local catering suppliers in the area please call the team on 07 5433 3700 for further details.

All activities involving food handling and/or preparation must comply with the Food Act 2006. All licensable food businesses must hold and display a current Food License under the Food Act 2006.