



Town Center Community Association

5430 Vantage Point Road – Columbia, Maryland 21044

CATERING AND CLEANING AT HISTORIC OAKLAND

IMPORTANT: ALL CATERING SERVICES must END at least ONE HOUR BEFORE THE CONTRACTED END TIME. CLEANUP AND DEPARTURE MUST BE COMPLETED BEFORE THE CONTRACTED END TIME.

All of the caterers on Historic Oakland's resource list (www.historic-oakland.com) have fulfilled the requirements to cater at Oakland.

Always verify that your selected caterer is on the resource list.

Professional Caterers must submit:

1. Proof of General Liability (minimum of \$1,000,000) with Liquor Liability (if serving alcohol). "Town Center Community Association" and "Columbia Association" must be listed as Certificate Holder and must also be listed as "Additionally Insured".
2. Schedule a walkthrough of facility with TCCA management at least 4 weeks prior to your event (unless using a caterer from our approved caterer's resource list).
3. Contract professional clean-up personnel if the caterer is not providing cleaning services. Contract with either Maid Special For You 443-977-8494 or Mighty One Cleaning 410-419-2440

Self-Catering: Whereby the customer has assumed the role and responsibility of caterer.

1. Schedule a walkthrough between TCCA management and the person(s) who are providing food for the event at least 4 weeks prior to your event.
2. Provide professional clean-up personnel. (see below)

Resources for Post Event Cleaning Services:

The following professional cleaners are authorized to clean Oakland. They provide the basic cleaning (vacuum, mop, sweep, wipe down and removal of trash from premises). It is the responsibility of the customer to clear personal belongings, linens, decorations, etc.

Maid Special For You

Lisa Scott

443-977-8494

lisa4home@gmail.com

www.MaidSpecialForYou.wordpress.com

Mighty One Cleaning Service

Sonia Butler

410-419-2440

wyn_btlr@yahoo.com

www.mightyone.net

Below is Oakland's furniture that is available for use.

Before your contracted event time, Oakland staff will set up according to submitted floor plan.

2 – 60" round tables

23 – 54" round tables

5 – 48" round tables

7 – 36" round tables

8 – Hi Top Cocktail tables (36wx45h)

2 – 8' rectangular tables (84x30)

16 – 6' rectangular tables (72x30)

17 – 6' seminar tables (72x18)

140 banquet chairs with padded seats

4 Card Tables



Telephone 410-730-4744/410-730-4801 – Fax 410-730-1823

villagemanager@columbiatowncenter.org – www.columbiatowncenter.org



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There is a custodian's closet on the premises with equipment and supplies. Trash can liners are not provided.

If the customer has rented the kitchen, the following items are available for use.

Items in blue can only be used if insurance has been submitted:

Hot box (280 degrees) with shelves

Convection Oven

3-compartment sink

2 hand washing sinks

Commercial microwave

Double door commercial refrigerator

Ice machine (located on basement level)

Freezer

NOTE: Dishwasher and coffee maker are never available for use.



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