



# GAN NYC

GUIDES ASSOCIATION OF NEW YORK CITY

## 2018 GAN NYC Apple Awards F&B Sponsor Form

**We're excited to contribute to following for the Awards Reception:**

<input type="checkbox"/> <b>Sweet Food</b>	<input type="checkbox"/> <b>Wine</b>
<input type="checkbox"/> <b>Savory Food</b>	<input type="checkbox"/> <b>Beer</b>

Company Name for Acknowledgement: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Menu Item(s): \_\_\_\_\_

Amount: \_\_\_\_\_

Serving Utensils/Platters: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Name of Delivery Person/People: \_\_\_\_\_

Contact Information: \_\_\_\_\_

### Receptions/Food & Drink Policies

The prep kitchen can be used by your event team and by your caterers. We have multiple refrigerators, but only two small freezers, which are attached to refrigerators. Our ice machine is available for use as well. We have a small wine fridge and a microwave that can be used as well.

Please note, we do not have a stove or oven, so hot food is difficult to serve unless it is brought into the venue already warm. Because the prep kitchen is in the basement (which is down a flight of stairs and lacks ventilation), we CANNOT allow cooking devices such as hot plates, Sternos, chafing dishes deep fryers, popcorn machines, etc.

Candles or any open flame or exposed heating coils are NOT allowed in the lobby, green room, theatre area, but flameless candles are permitted.

Proofing Cabinets, convection ovens and food lamp heater are okay to bring and use, so long as they are attended to at all times while in operation. (Basement Only)

Food is permitted in the lobby, green room, basement office, and prep kitchen

Drinks are allowed in all areas of SVA Theatre. However, all glass containers (including, but not limited to, wine glasses, glass bottles, etc.) are prohibited from the two theatres themselves.

Email [Awards@GAN NYC.org](mailto:Awards@GAN NYC.org) for further information.

**Package Delivery: (including Caterer or Rental Delivery)**

**For ease of delivery and storage at the theatre, please ensure the following:**

**Most deliveries and pick-up are acceptable between 10 AM - 5 PM Monday - Friday.**

**Label all boxes / packages with the event start date and name and should be delivered 2-3 days prior to your event.**

**Notify delivery person that all packages over 15 lbs should be delivered to the basement (down one flight, no elevator).**

**Let us know when the packages will be delivered. Note: FedEx / UPS / DHL will not deliver any package to our basement area.**

**Address all packages to**

**SVA Theatre**

**c/o Event name + Date**

**333 West 23rd Street**

**New York, NY 10011**