



Lakeside Grill Catering Guidelines

Mission: To provide church members, staff, guests and seekers with a memorable culinary experience by pricing our food and services well below comparable commercial operations, while maintaining the highest standards of quality, presentation and service.

Events with less than 50 attendees after normal church business hours (7 A.M. – 5 P.M. Monday – Friday and 7 A.M. – 2 P.M. Sunday)

- If your ministry has approval and a confirmed or scheduled room that permits food (Faith Hall, Lakeside Grill, Heritage Hall, Student Cafe or the Warehouse), your group can bring in an outside caterer or serve a “potluck” type meal. If you need suggestions or menus for outside sources, please contact the food services director at 770-234-8244. Your group or caterer will be responsible for setup and cleanup. Cleanup guidelines are printed and posted on the Internet.
- We prefer that Lakeside Grill would be your first choice in catering your meal. In the event that you would like to use us with less than 50 people, a \$150 labor / setup fee will be added to your bill / account.
- Lakeside Grill can, however, provide food that does not require us to be present, which would waive the service fee. We can prepare fruit and vegetable displays, sandwich trays and even hot foods that can be kept warm in our hot boxes. To avoid any extra charges, someone from your event must have a member of the security staff open the kitchen or the place where the food will be waiting for you. You will need to then pick up and transport your food, set it up, then bring all dirty dishes, trays and utensils back to the kitchen. One-week notice is necessary for this type of order; two-week notice is preferred.
- Lakeside Grill has fountain drinks available for \$1.50 per person. If you wish to use the fountain machine, please give at least one-week notice.
- If you do cater your own event but need Lakeside Grill to provide beverages, paper supplies, plastic-ware or any other supply, please have a First Baptist staff member order those for you through our internal service request system. These orders need to be placed by Tuesday before the weekend of the event.

Events with less than 50 attendees during normal business hours

- The Food Services Ministry will provide setup of food lines, any supplies necessary, all food for the guests, servers for the food and cleanup. Normal operating hours are 7 A.M. — 5 P.M. Monday - Friday and 7 A.M. — 2 P.M. Sunday.
- Event coordinator or point person will be responsible for room and table setup, decorating room and/or tables, coordinating timelines and confirming rooms are reserved.
- The event needs to be scheduled in the MCSS church calendar and approved by the food services director. See Reservations and Timelines document for headcounts.

Events with 50 or more attendees anytime

In order to be wise stewards of our resources, food services will request additional volunteerism from staff and church members to help facilitate large events.

- Buffets, stations or plated dinners are available for groups of 50 — 2,000 people. Our catering menu features food that is prepared by highly trained culinarians. Our prices range from \$6 per person and up. Custom menus are available by request.
- Full service and a full serving staff are available for ministry events and outside guests reserving banquets with First Baptist Church Atlanta. Please call our special projects coordinator at 770-234-8243 to inquire about room reservations, menus and banquets.
- For inside ministry events, Lakeside Grill will provide a full serving staff for the market cost of hiring servers. Most ministries are responsible for securing their own volunteers to help with service, setup and cleanup to keep their costs low.