

Greetings from Greenhouse Loft! We are a private event venue committed to energy efficiency & environmental stewardship. Our building is Certified Platinum LEED, the highest ranking possible from the U.S. Green Building Council.

**Sustainability is our top priority.**

We are one of Chicago's few venues that does not make clients choose from a pre-approved list of caterers. As such, we ask that you review & adhere to these guidelines. Whether you're an expert in sustainable practices, or new to the idea, we look forward to working together with you!

WE REQUIRE RECYCLING & COMPOSTING AT ALL EVENTS. ALL RECYCLING MUST BE SEPARATED (cardboard, glass, plastic, & aluminum).

→ All "disposables" must be compostable or recyclable. No plastic cutlery, plates or water bottles allowed. ←

Our goal is to have as little landfill garbage as possible. It is the responsibility of the caterer to place all trash in the on-site dumpsters.

RECYCLE	<ul style="list-style-type: none"> <li>- Please use blue recycling bags (can be provided upon request)</li> <li>- Separate all recycling into the provided containers for cardboard, glass, plastic, &amp; aluminum</li> <li>- If you have any questions, please ask GHJ event staff</li> </ul>	
COMPOST	<ul style="list-style-type: none"> <li>- Food scraps, compostable plates, cups, napkins, wood, paper food packaging, food soiled paper, sugar/salt packets, &amp; bones (See posted Compost Guidelines on-site)</li> <li>- Please use the provided green compost bins (2 per event). <i>Do NOT remove the provided bags from the compost bins</i></li> </ul>	
GARBAGE	<ul style="list-style-type: none"> <li>- It is the caterer's sole responsibility to take garbage, recycling, &amp; compost to the on-site trash room in the garage.</li> <li>- Do not leave garbage unattended anywhere outside of the kitchen or porter room</li> <li>- We monitor all waste from every event. It must be disposed of in our trash room. Event staff will provide access</li> </ul>	
LOAD IN	<ul style="list-style-type: none"> <li>- Freight entrance to building is on the west side of the building (Rockwell Ave.), first large garage door. Call up to GHJ via the silver call box to the left of the door. Event staff will meet you with a rolling cart for transport up to the space</li> <li>- <u>Do not</u> park in any of the assigned parking; if you have questions about where to park, please ask event staff upon arrival</li> <li>- <u>Do not</u> block the second overhead door. This is a private parking garage</li> <li>- <u>Do not</u> hold the elevator manually. If you need to lock the elevator doors, please request a key from the venue</li> <li>- Do not leave any carts or equipments on the loading dock</li> <li>- Make sure the big garage door &amp; all other doors in the building are always shut behind you</li> <li>- Initial room setup (e.g. ceremony chairs) will be completed by GHJ staff. Room flip is the caterer's sole responsibility</li> </ul>	
EVENT	<ul style="list-style-type: none"> <li>- No storage or prep allowed in the hallway. This is a public building. Please be very careful of the walls &amp; floor. No leaning or dragging things on the floors or walls. Reimbursement will be sought for any damage to the building</li> <li>- Caterers are often our eyes &amp; ears to the event. If anything is wrong, please inform GHJ staff immediately</li> <li>- Please sweep &amp; mop spilled drinks &amp; broken glass promptly during the event. GHJ provides brooms, mops, &amp; cleaning supplies</li> <li>- It is the caterer's responsibility to check, lobbies, sky garden, gallery &amp; bathrooms for empty glasses &amp; trash during the event</li> <li>- It is the caterer's responsibility to flip the space from ceremony to dinner/reception (if the ceremony is on-site)</li> </ul>	
BAR	<ul style="list-style-type: none"> <li>- Serving shots is strictly prohibited</li> <li>- No tip jars allowed on the bar. Bartenders may accept tips, but tip jars are not permitted on the bar</li> <li>- Bartenders are responsible for cutting off any guests that are intoxicated</li> </ul>	
END OF EVENT	<ul style="list-style-type: none"> <li>- Sweep &amp; mop prep area, hallway, &amp; porter room</li> <li>- Clean kitchen sink; free of all food debris</li> <li>- All food &amp; beverages must be removed from the refrigerator</li> <li>- Spot sweep &amp; mop main event space, hallway, &amp; art gallery</li> <li>- Wipe down all tables &amp; middle island</li> <li>- Wipe down bar and mop behind it</li> <li>- Clear all trash, glassware, &amp; furniture from garden</li> </ul>	<ul style="list-style-type: none"> <li>- All rentals &amp; client's personal items must be picked up at the end of the night</li> <li>- Freight elevator locks after hours &amp; on weekends. You will need event staff to assist you or a keycard</li> <li>- Consult with GHJ liaison about moving/strikingtables &amp; chairs</li> <li>- Please complete a quick walk-through with GHJ event staff once clean up is finished</li> </ul>

→ Adequate catering personnel must be on-site for the entire duration of the event. ←

GHJ event staff require hot meals for 4 individuals. Please contact GHJ 48 hours if unable to meet this request.

# WHAT CAN BE COMPOSTED?



QUESTIONS? PLEASE SEE GREENHOUSE LOFT STAFF / PREGUNTAS? POR FAVOR PREGUNTE AL PERSONAL DE GREENHOUSE LOFT

## ACCEPTABLE ITEMS

### Food Products

- Baked goods
- Bones
- Breads
- Candy
- Cereal
- Coffee grounds
- Dairy products
- Egg shells
- Fish/seafood
- Fried food
- All fruit
- Meats
- Grain products
- All vegetables
- Spices/herbs
- Sugars/Syrups
- Tea/Tea bags (no staples)

### Paper Products

- Napkins
- Coffee filters
- Sugar/salt/pepper packets
- Egg cartons
- Gift bags
- Gift wrap
- Blue masking tape
- Paper food packaging
- Paper straws
- Microwave popcorn bags
- Newspaper
- Food-soiled paper
- Tea bags
- Waxed paper
- Wood products/Sawdust

### Other

- BPI-certified compostable bag
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- Cold ashes from fireplace/grill
- Cellulose sponges
- Compostable kitchenware (ASTM D-6400 certified)
- Flowers & greenery
- Wine corks
- Cotton balls
- 100% cotton clothing
- Dryer lint
- Fur/hair
- Houseplant scraps
- Nail clippings
- PLA Natureworks items

## NOT ACCEPTABLE ITEMS

### Kitchen Products

- Berry containers
- Candy wrappers
- Plastic bags
- Gum
- Juice boxes, other foil-lined containers
- Liquids
- Waxed cardboard cartons

### Home Products

- Candles
- Cat litter
- Christmas trees
- Cleaners bags
- Dog food bags
- Swiffer dusters
- Synthetic clothing
- Soap

### Other

- Cigarettes/Cigars
- Construction materials
- Dead animals
- Feces
- Fertilizers
- Rubber
- Soil
- Wax

## ARTÍCULOS ACEPTABLES

### Productos alimenticios

- Productos horneados
- Huesos
- Panes
- Caramelos
- Cereales
- Café molido
- Productos lácteos
- Cáscara de huevo
- Pescado/mariscos
- Alimentos fritos
- Todas las frutas
- Carnes
- Granos
- Todas las verduras
- Especies/hierbas
- Azúcares/jarabas
- Té
- Filtros de café
- Bolsas de té (sin grapas)

### Productos de papel

- Servilletas
- Filtros de café
- Paquetes de azúcar/sal/pimienta
- Cartones de huevo
- Bolsas y papel de regalo
- Cinta adhesiva azul
- Pajitas de papel
- Empaque de papel de alimentos Bolsas de palomitas de microondas
- Periódico
- Papel sucio de comida
- Bolsas de té
- Papel encerado
- Productos de madera/acerrín

### Otros

- Bolsa compostable certificada por BPI
- Productos compostables certificados por BPI
- Cenizas frías de la chimenea/parrilla
- Esponjas de celulosa
- Utensilios compostables (certificado ASTM D-6400)
- Flores y verdería
- Corchos de vino
- Bolsas de algodón
- Ropa de 100% algodón
- Pelusa de secadora
- Pelo o pelusa
- Desechos de plantas de casa
- Uñas
- Artículos de duroport/unicel Natureworks

## ARTÍCULOS NO ACEPTABLES

### Productos de cocina

- Contenedores de bayas
- Envoltorios de caramelos
- Bolsas plásticas
- Goma de mascar
- Cajas de jugo y otros contenedores forrados con aluminio
- Líquidos
- Cajas de cartón enceradas

### Productos del hogar

- Velas
- Arena de gato
- Árboles de navidad
- Bolsas de limpieza
- Bolsas de comida de perro
- Plumeros Swiffer
- Ropa sintética
- Jabón

### Otros

- Cigarrillos/cigarros
- Material de construcción
- Animales muertos
- Heces
- Fertilizantes
- Goma
- Tierra
- Cera