

RAY ELLISON *Ballroom*

Approved GSABA Member Catering List

For more information: GiGi Weck
Ballroom Manager

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3625 Paesanos Parkway, Suite 100 | San Antonio, TX 78231
210-696-3800 | www.sabuilders.com

The following are approved GSABA member caterers. They are familiar with our process, regulations and use of the San Antonio Housing Center Ray Ellison Ballroom and will help to ensure your event is a success. **No outside caterers may be used.** Listed in alphabetical order:

Anne Marie's Catering www.annemaries.com	210.545.2249	shawn@annemaries.com Contact: Shawn McManus
Black Tie Affairs Catering www.btacatering.com	210.226.9881	sales@btacatering.com Contact: Richard Ojeda
Blancas Cakes, Catering, and Decorations www.blancascakes.com	210.680.6333	Blancascake62@yahoo.com Contact: Blanca Valenzuelas
Catering by Celebrations www.cateringbycelebration.com	210.732.5070	info@cateringbycelebration.com Contact: Richard Espinoza/Andy Zubia
Don Strange of Texas www.donstrange.com	210.434.2331	whitney@donstrange.com Contact: Whitney Schrader
D.R. Guiltless Gourmet www.drguiltlessgourmet.com	210.541.4149	orders@drguiltlessgourmet.com Contact: Rochelle Denea
Elegant Events By Ro www.eleganteventsbyro.com	(210) 504-7220	rsmith@eleganteventsbyro.com Contact: Rochelle Smith
Four Sisters Catering www.foursisterscatering.com	210.349.4040	tiffini@foursisterscatering.com Contact: Tiffini Yamin
Got It Covered www.gotitcoveredsa.com	210.967.3183	martha@gotitcoveredsa.com Contact: Martha Valadez
Heavenly Gourmet www.heavenlyg.com	210.496.9090	info@heavenlyg.com Contact: Loretta Ortiz
Krista's Culinary Creations www.facebook.com/kristasculinarycreations	210.680.2253	chefkrista@gmail.com Contact: Krista Vance
Nicha's Comida Mexicana www.nichas.com	210.655.4420	catering@nichas.com Contact: Josephine Lopez
Paesanos 1604 www.paesanos1604.com	210.493.1604	hs@joesfood.com Contact Haley Scribner
Spice of Life www.spiceoflifes.com	210.366.1220	sales@spiceoflife.com Contact: Jessica Silvaggio
Taco Palenque & Palenque Grill www.tacopalenque.com	210.826.5313	melo@palenquegroup.com Contact: Manuel Villarreal

9.26.18

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Appendix C

CATERER RESPONSIBILITIES (or contracted company representative)

We're glad you're here! Please note the catering cleanup responsibilities below to ensure a great evening for our guests and your staff. If you have any questions at all, please feel free to contact me.

1. Please coordinate with your client, who will be responsible for catering services during event (if your staff is only available for setup and take down) and who will be responsible for after-event cleanup. A representative from the catering staff or your client will need to do a walk-through with the GSABA staff member, after the event is over to ensure all is clean.
2. Clean up spills as they happen. You may use supplies from our janitorial closet. We have a wood floor, so wet spills will damage the floor if left.
3. Remove catered dish items from kitchen, serving & guest tables (that you brought in) at completion of meal service/event.
4. Remove food trash/waste from tables/ballroom floor.
5. Empty ballroom trash bags in ballroom as they become full. We supply the trash cans.
6. Clean up kitchen if it was used for prep/service. Please damp mop or spray clean any food/wet spills...especially wine.
7. **Take your trash bags/boxes to the dumpster located on the west side of our building. You may use the back kitchen door (dumpster is at the end of the deck).**
8. Store leftover food in refrigerator, if contracted by GSABA for a GSABA event.

Thank you!

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