

Anita Dee Yacht Charters

Catering Requirements/Guidelines for Non-Preferred Vendors

Anita Dee - Required License & Insurance Documents

1. **The contractor must provide Anita Dee Yacht Charters with a copy of the caterer's liability insurance policy listing Tee Dee Enterprises, Inc. DBA: Anita Dee Yacht Charters as additional insured, primary and non contributory limit of \$1 million in liability coverage for each occurrence. An umbrella policy is acceptable to reach the requirement.**
2. **The insured caterer must also provide workers compensation coverage and the policy must include a "Maritime B Endorsement" or "Waiver of Subrogation" added to their workers compensation policy. The Employers liability limit must be a minimum of \$500,000 for Coverage B.**
3. **The contractor must provide Anita Dee Yacht Charters with a proof of caterer's current Illinois State Catering/Restaurant License.**

Outside Catering Guidelines

Pre Cruise:

1. For all catering not on our preferred list, a \$200.00 fee will be imposed on the client.
2. All insurance and license documents turned in, reviewed, and approved by Anita Dee Yacht Charters prior to event. Vendor not be allowed to cater event without this documentation.
3. A representative for the catering company must make an appointment to view the vessel if they have not catered with us in the current year.

Event Day:

1. Anita Dee Yacht Charters will provide all dining room equipment (tables, chairs, glassware, and standard linens-white or ivory.) Anita Dee can also provide **china and flatware ONLY ON THE ANITA DEE II.**
2. If caterer uses Anita Dee's china and flatware on the Anita Dee II, they must provide staff to wash throughout event then wash, dry, and put away at the end of the event **OR** they can bring disposables.
3. Catering company must provide all upgraded linens, napkins, buffet linens, equipment and serving utensils. **Caterer is also responsible for disposable plates and flatware on the Anita Dee I.**
4. The catering company must provide the appropriate number of wait staff, serving staff, cleaning staff and dish washing personnel.
5. **No candles are permitted on the vessel; Sternos are permitted with chafing dishes and coffee urns. Open flames and butane burners must be watched at all times.**
6. No Smoking anywhere on the vessel at any time.
7. All rentals must arrive with the caterer and be taken off the boat by the caterer. If tables and chairs are being delivered, caterer must discuss an appropriate time for delivery and pick up with Anita Dee sales office for each event.
8. Any additional orders or arraignments with outside vendors made by the caterers (floral, decorations, ice sculptures, entertainment, transportation, etc.) must be discussed with the Anita Dee sales office prior to the event.

Set Up:

9. Caterers are allowed a two hour set up for each cruise. **Based on cruise start time not boarding time. ex: Guests boarding at 4:30pm, cruising 5pm-8pm, caterers will have a 3pm arrival time.**

- 10. All catering staff must report in a clean, pressed uniform.
- 11. The catering company staff must have a valid state issued identification card (valid state issued driver's license or state issued picture I.D.) with them in order to board the vessel.
- 12. All staff and belongings must be checked in by captain before boarding and bring as little with them as possible due to small storage space.
- 13. Catering Supervisor must be present for staff to board
- 14. The catering company is responsible for bringing trays to pass water and wine at boarding time if requested by the client.

Throughout Charter:

- 15. The catering company is solely responsible for the bussing of tables on all levels of the vessel and clearing all plates and silverware to the galley and all glasses to the bars.
- 16. All catering staff is to use outer walkways whenever possible.
- 17. Nothing should ever be thrown overboard, **this includes ice**.
- 18. Supervisor is permitted to carry a cell phone at all times only if the ring setting is on silent or vibrate.
- 19. Staff breaks are only permitted in the crew quarters or galley.
- 20. Staff may use crew restrooms only
- 21. Staff should never be seen eating in front of guests or in guest areas.

After Charter:

- 22. Clear all dishes and glassware from all levels, including the top deck. All dishes must be washed and put away.
- 23. All ovens, refrigerators, sinks and storage areas must be cleared and clean.
- 24. Linens are not to be removed from any tables until all guests have disembarked the vessel or captain has been given client approval.
- 25. All carpeted areas around food stations must be vacuumed at the end of each cruise.
- 26. The outside catering company must return all areas of the vessel including the galley, dining areas and storage space to its original cleanliness and order.
- 27. The catering company is responsible to bag all garbage incurred from the catering of the event and bring to front of boat. Anita Dee crew will take to dumpster.
- 28. Any food not consumed on the charter must be disposed of and removed from the vessel at the end of the event.
- 29. No catering staff is permitted to depart the vessel until the Captain has inspected the boat and approves departure. (this includes kitchen staff)
- 30. Damages incurred by the caterer outside of normal wear and tear to the vessel are the liability of the contractor.

I have read and understand the catering guidelines provided.

Contractor(Company Rep/Client)

Date

Catering Company Representative

Date

Event Name

Date of Event

