

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, 516 N Ogden Ave. #108 Chicago, IL 60642, as additional insured for the event date, 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. If caterer is not on our preferred catering list, a fee of up to \$350.00 will be imposed on the client.
2. All insurance and license documents must be turned in, reviewed, and approved by Anita Dee Yacht Charters 14 days prior to event. Vendor not permitted to cater event without this documentation.
3. A representative for the catering company may request an appointment to view the vessel if desired.

Event Day:

1. Anita Dee Yacht Charters will provide all tables, chairs, barware and linen (in white and black on the Anita Dee II, white only on the Anita Dee I).
2. **Caterer is responsible for disposable plates and flatware on both boats**, all upgraded linens, napkins, buffet linens, equipment and serving utensils. If the client wants real china and flatware, the caterer can provide rentals. *Please note, there are sinks on both boats, but no dishwashers.*
3. The catering company must provide staff for the event.
4. **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.**
5. No Smoking anywhere on the vessel at any time.
6. 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.
7. Any additional orders or arrangements 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:

8. Caterers are allowed a 1.5 – 2 hour set up for each cruise. **Confirm set up start time with Anita Dee sales office prior to event.**
9. All catering staff must report in a clean, pressed uniform.
10. 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.
11. 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.
12. Catering Supervisor must be present for staff to board

13. The catering company is responsible for bringing trays to pass water and wine at boarding time if requested by the client.

Throughout Charter:

14. The catering company is solely responsible for the bussing of tables on all levels of the vessel and clearing/disposing of all plates, flatware, and cups.

15. All catering staff is to use outer walkways whenever possible.

16. Nothing should ever be thrown overboard, **this includes ice**.

17. Supervisor is permitted to carry a cell phone at all times only if the ring setting is on silent or vibrate.

18. Staff breaks are only permitted in the crew quarters or galley.

19. Staff may use crew restrooms only.

20. Staff should never be seen eating in front of guests or in guest areas.

After Charter:

21. Clear plates, flatware, and cups from all levels, including the top deck.

22. All ovens, refrigerators, sinks and storage areas must be cleared and clean.

23. Linens are not to be removed from any tables until all guests have disembarked the vessel or captain has been given client approval.

24. **All carpeted areas around food stations must be vacuumed at the end of each cruise.**

25. The outside catering company must return the galley, dining areas and storage space to its original cleanliness and order.

26. The catering company is responsible for bagging all garbage incurred from catering the event and bringing to the dock towards the rear of boat. Anita Dee crew will take to dumpster.

27. Any food not consumed on the charter must be disposed of and removed from the vessel at the end of the event.

28. No catering staff is permitted to depart the vessel until the Captain has inspected the boat and approves departure. (this includes kitchen staff). **Failure to check out with Captain prior to departure could result in a \$500 cleaning fee.**

29. 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

