

Catering Requirements

The following catering requirements must be read and signed by both the caterer and the client prior to each event. The client is required to submit a signed copy of these requirements to Maxim's prior to the event. The client may fax a signed copy of this document to 312-951-5534.

INSURANCE:

The caterer must submit a current certificate of insurance policy in the amount of \$1,000,000 holding the caterer liable for any food and liquor served. The insurance policy must name Maxim's: The Nancy Goldberg International Center as additionally insured. This policy must be submitted to Maxim's prior to the event. If the insurance policy is not submitted, Maxim's has the right to terminate the event.

The caterer must submit a copy of their current Chicago Food Catering License and Chicago Caterer's Liquor License. A copy of these licenses must be submitted to Maxim's prior to the event. If a copy of the catering and/or liquor license is not submitted, Maxim's has the right to terminate the event.

DOCK/DELIVERIES:

Maxim's must be advised of all scheduled deliveries of equipment, linens, floral, food, etc. Names of all companies delivering items are required in advance.

All deliveries will only be accepted during the specified hours on the day of the event. Liquor may only be delivered if someone from the catering staff or the client is here to receive it.

The caterer and vendors are responsible for transporting any and all items from the dock to the event space. All items must be transported on carts provided by the caterer. Maxim's reserves the right to determine if carts are of proper size and condition to enter the building.

When transporting goods from one floor of the building to another floor, items must be transported via the FREIGHT ELEVATOR. The passenger elevator is not to be used for transporting any goods. Maxim's is a public facility and can not be held liable for any equipment that is left unattended.

COAT CHECK: Maxim's has a coat room with 200 hangers. We do not provide claim tickets or staff for the coat check. All Coat Check Staff must be licensed, bonded and insured. If self-serve coat check is requested, it is understood that Maxim's cannot be held liable for any unattended items within the building.

BREAK DOWN: The clients or caterers are responsible for breaking down all Maxim's equipment used for their event. The client will incur an additional \$200.00 service charge if the caterer fails to break down the equipment following the event.

EQUIPMENT: Dining room seating accommodates 136 guests. Additional equipment is available; however, use of Maxim's equipment with that of outside vendors is prohibited. If additional equipment is required, then all equipment must be brought in from an outside vendor.

ALL EQUIPMENT BROUGHT IN BY THE CLIENT, CATERER OR ANY OTHER VENDOR MUST BE REMOVED FROM MAXIM'S AT THE CONCLUSION OF THE EVENT.

DECORATIONS:

All decorations must be free standing. Nothing can be attached permanently and/or temporarily to any surface in Maxim's. Votive candles are the only type of candle permitted.

Helium balloons and fog machines are not permitted in Maxim's.

SMOKING:

Since Maxim's is owned by the City of Chicago, it is governed by the municipal ordinance prohibiting smoking in a public facility; however, for private events, the client may determine whether smoking may or may not be permitted at their specific event. In the case that the client chooses to permit smoking, the caterer is required to provide ashtrays and smoking must be limited to designated areas.

TECHNICAL:

Maxim's has a limited amount of technical equipment that is available to the client for an additional charge.

COOKING:

Cooking (any use of propane, butane, pressurized tanks) is not permitted in the dining rooms. Electrical equipment such as microwave ovens and convection ovens may be used in the kitchen only if prior approval is granted by the private event coordinator. Use of these types of equipment will only be allowed if the event coordinator is informed prior to the event and give their consent. Sterno warmers are permitted for heating food.

BEVERAGES AND BAR AREAS:

Cash bars and drink coupons are not allowed at Maxim's. The caterer is required to stop all food and beverage service fifteen minutes prior to the designated event ending time. If alcoholic beverages are being served at the event, the catering staff is required to serve these beverages.

KITCHEN AREAS AND GENERAL CLEANING:

The caterer must bring thermal containers for ice. Bags of ice may not be placed on the floor in any area. All garbage must be placed in plastic bags and transported by cart to the garbage bins on the dock.

When using the kitchen, the caterer must sweep and mop the floor following the event. The caterer is required to bring a broom, mop and soap for this purpose.

Cigarette butts, grease, bar garnishes, and any hard matter are not to be put in any sinks or down any drains in the building.

FAILURE OF THE CATERER TO COMPLY WITH THESE REGULATIONS WILL RESULT IN AN ADDITIONAL CLEANING FEE DEDUCTED FROM THE CLIENT'S SECURITY DEPOSIT OF NO LESS THAN \$250.00

EVENT NAME:

Event Date _____

Caterer Signature _____

Date _____

Client Signature _____

Date _____