



AVANTÉ

BANQUETS

CATERED WEDDING REQUIREMENTS



6 Hour Venue Rental

A Certificate of Insurance is required from any Professional Licensed Caterer, including the following minimums.

1. Annual-based policy term, with expiration dates of at least 1 week past the date of the event. Single-event or special event policies are not acceptable. Certificate must reference the event Name, Date(s) & Location.

1. Coverage as follows:

1. Commercial General Liability:

\$ 1MM Each Occurrence
\$ 1MM Personal & Advertising Injury
\$ 2MM General Aggregate
\$ 2MM Products/Completed Operations Aggregate

Additional Insured (primary/non-contributory basis) & Waiver of Subrogation:

Avante Banquets; Fox River Banquets, LLC dba; Fox River Property Group, LLC; their managers, members, employees and agents

1. Workers Compensation/Employers Liability (EL):

Per Statute - Illinois

EL Each Accident \$ 500,000
EL Disease – Employee \$ 500,000
EL Disease – Policy Limit \$ 500,000

Waiver of Subrogation:

Avante Banquets; Fox River Banquets, LLC dba; Fox River Property Group, LLC; their managers, members, employees and agents

1. Automobile Liability:

\$ 1MM Each Accident, including Owned, Non-Owned & Hired Autos

Additional Insured:

Avante Banquets; Fox River Banquets, LLC dba; Fox River Property Group, LLC; their managers, members, employees and agents

Liquor Liability

\$ 1MM Each Occurrence [if same or higher Aggregate applies, that is acceptable]

Additional Insured:

Avante Banquets; Fox River Banquets, LLC dba; Fox River Property Group, LLC; their managers, members, employees and agents

Avanté Food and Indemnification Liability Waiver is required to be signed by the Client(s), relinquishing any Liability from Avanté Banquets.

Caterers Current Health Permit, Health Inspection Report (includes Rating), Current Food Service Manager Certificate

MANDATORY AGREED UPON INSTRUCTIONS BETWEEN CATERER, VENUE AND STAFF:
Usage of kitchen ovens and/or other kitchen equipment must be agreed upon in advance to ensure food is kept at required temperatures for health and safety purposes and listed on the indemnification agreement.

Caterer must provide all food service items, i.e., chafing dishes, serving bowls, platters, sternos, serving utensils, kitchen uniform items, kitchen towels, kitchen ware, specialty drinks warmers, required to serve all food courses with exception of plate ware, glassware, flatware.

Avanté service equipment usage is prohibited, unless agreed upon with Avanté in advance.

Client Coordinator to be responsible for full directives to food heating and service. Staff must be informed in detail on all aspects of food service and requirements.

Kitchen / Site Set Up, Breakdown and Clean Up Instructions must be given in advance for proper execution of entire event.

Avanté Coordinators and Management to meet with Caterers and Clients upon final numbers given to review all aspects of event planning services. Event agenda, food prep, services, clean up, staff direction and instructions of food style being served, etc.

Off Premise Caterers are to check into Avanté office upon arrival the day of the event. Caterers are to provide their own carts and equipment, are responsible to unload all equipment thru the back of the building into the kitchen area, also check in with management, chef or lead captain and receive instruction from there. In addition, caterers' staff must check out with management to complete an exit inspection of the Kitchen/Ballroom/Patio area prior to leaving.