



## Catering Guidelines

### Chain of Command

The captain is responsible for all activities conducted on the ship. All event-related activities affecting the ship must meet with his/her approval. Please address all concerns or comments to *Spirit of South Carolina* staff prior to the event. Any questions that arise during the event should be directed to the captain or officer on duty aboard the ship.

### Ship Access

The charterer and the caterer will have access to those areas of the ship that will be used for the event. With current COVID-19 protocols, this access is generally limited to the deck. Please note that the ship is home to the crew and that you will be sharing the ship with the crew in their ordinary course of duty.

### Advance Caterer Visit

We strongly encourage caterers unfamiliar with the ship to visit in advance of the event to plan delivery, storage, and setup. This visit should be scheduled with *Spirit of South Carolina* staff at least two weeks before the event.

### Catering Personnel Attire

Catering personnel should wear flat soft-soled shoes and pants or shorts in order to comfortably and safely move about the ship. The gangway (ramp) is the only access to the deck of the ship. All catering supplies, food, liquor, and rental equipment will need to be carried up the gangway to the deck of the ship.

### Catering Staffing

We recommend a minimum of two catering staff for buffet service, one person to tend the bar and one to handle food. For plated food service, additional catering staff will be needed. **The caterer should let the charterer know exactly how many catering staff will be on board as catering staff must be included in the total passenger count for the event.**

### Setup and Breakdown

We are prepared to receive catering personnel and deliveries one hour before the contracted start time of the event. This time may have to be adjusted at the captain's discretion due to inbound sailing conditions, etc. Please let *Spirit of South Carolina* staff know at the time of booking if additional time is needed, and we will do our best to accommodate your request. Guests are customarily asked to arrive 30 minutes prior to the ship's departure for a sailing charter. At the conclusion of the event, catering personnel will have one hour to break down.

### Service Timing

The bar/s may be open to serve guests as they board the ship approximately 20 minutes prior to the scheduled start of the event. For an underway (sailing) event, food service may usually start within 10- 15 minutes of departing the dock. For dockside events, food service may begin immediately.



## Electricity

Electricity may be available while dockside on a case-by-case basis. Please advise *Spirit of South Carolina* staff of your needs as soon as they are known. If electrical needs are modest, they can be handled by the ship. If needs are significant, the caterer will need to work with the dockmaster or another responsible party associated with the dock facility, then confirm final arrangements with the captain. While underway, *Spirit of South Carolina* is unable to provide the caterer with any electrical current.

## Refrigeration

*Spirit of South Carolina* cannot provide any refrigeration or freezer space. The caterer should provide any insulated units needed for the service plan. These units must be self-contained (non-electrical) unless land-based electrical requirements are arranged with the dockmaster. All electrified refrigerated units must be kept dockside. The captain must approve self-contained units in order for the units to be used on the vessel. Tip: Ice coolers generally work well for events.

## Cooking Facilities

Due to COVID-19 restrictions, caterers may not use any space other than the space on deck. Menus should be planned to involve the least amount of on-site preparation possible. **No onboard cooking equipment (e.g., oven or stove) is available to the caterer.** Large heating units may not be taken below to the galley or stored topside. Liquid gas and gel propane may be used topside (deck) only. If permitted by the dockmaster or other responsible party, cooking may take place on the dock. ***Spirit of South Carolina* staff must be notified about the use of alternate forms of heating.** Permission for the use of any cooking equipment on the dock or staging area is the responsibility of the caterer to coordinate with the dockmaster or other responsible party. For underway events, the caterer should be prepared to work in limited surroundings away from land, as well as to adequately stow all supplies to the captain and crew's safety requirements. **We ask that you and/or your caterer provide trash bags, paper towels, and cleaning supplies and provide containers, foil, and plastic for storage of any remaining food supplies.**

## Water and Ice

**We are unable to provide the caterer large volumes of water for service or cleanup.** Please do not plan on washing service ware on the ship. **We cannot provide ice.**

## Tables, Chairs, and Service Ware

*Spirit of South Carolina* has several flat surfaces for the display of food, as well as for casual seating. Regular linens are easily adaptable to these flat surfaces (all varnished surfaces must be protected before using them for food or drink service). Tables and chairs are not allowed on deck during underway receptions. For dockside receptions, please confirm use of tables with Spirit of South Carolina staff and limit tables to four 6-foot lengths. Tables must be placed in specific locations designated by captain and crew. For dockside events of 60 or more, we recommend using paper



buffet and barware. **For all sailing events, please use paper service ware — no glass service ware may be used while underway.** This does not preclude serving bottled beer or wine, or other bottled beverages. The client and/or caterer are responsible for the rental and return of all service ware items, such as tables, linens, service ware, flowers, etc.

### Liquor and Bars

Unless specified, the caterer is required to obtain all necessary permits for the use of liquor on the ship, dock, tent, or staging area. Please remember to adhere to the liquor laws of the specific country, city, or port in which the boat is booked for use. **The caterer or client, depending on local regulations, is required to carry all necessary insurance for the service of liquor.** Cash bars should not be planned unless allowed by law in the specific country, city, or port.

Unless specified, the caterer is responsible for the collection and management of all cash funds for cash bars. Unless otherwise agreed, all bars should be closed at the scheduled termination of the event. One bar is recommended for 30 guests and two bars for 100 guests. Caterers should bring a cooler or tub for the bulk storage of ice. We recommend the use of plastic or paper barware.

### Restrooms

For sailing events, restroom facilities are available on *Spirit of South Carolina*. For dockside events, *Spirit of South Carolina* cannot provide restroom facilities as the ship's holding tanks don't offer adequate capacity for large numbers of people. **Please arrange for restroom facilities on land for dockside events.**

### Spirit of South Carolina Crew

Members of the crew will be in uniform and serve as co-hosts of the event. As their main focus is the operation of the ship and the safety of the passengers, please do not ask them to assist with any food or drink service. For most receptions, the captain and five crew members represent *Spirit of South Carolina*. Should the event fall during the crew's regularly scheduled mealtime, it is customary to include *Spirit of South Carolina* crew and staff in the food and beverage planning. Please be sure the caterer and staff follow the direction of the captain and designated crew.

### Trash

**The charterer and/or caterer must remove all trash associated with the event.** This should be coordinated with the dockmaster and discarded in the format (e.g., special trash bags or sorted for recycling regulations) required by the specific country, city, port, dock, or event management company. Please ensure that no trash is left on the ship.

### Inclement Weather

*Spirit of South Carolina* has one awning that cover the midships area. In case of inclement weather, these awnings provide generous, but not total, coverage of the deck. The awnings cannot be used while the ship is underway.