

Information for Outside Caterers

We would prefer that you book catering through Thames Luxury Charters' in-house, award winning caterers Dish. They have more than 25 years' experience in the catering industry and are happy to work within your budget and requirements to find a menu that works for your event. We recognise that you may prefer to provide your own catering; please note full details of your intended caterer must be provided at the time of making your booking. Thames Luxury Charters reserve the right to refuse permission, at its discretion, for an outside caterer to cater on board of our vessels.

If you do elect to provide your own catering, please note the following points:

Own Catering Charges

A surcharge of £5.00+ VAT per person will apply, with minimum charges as follows:

- Edwardian - £400.00+VAT
- Erasmus - £500.00+VAT
- Elizabethan - £500.00+VAT
- Dixie Queen - £550.00+VAT

In addition, a cleaning/damage deposit will be charged as follows:

- Edwardian - £150.00 + VAT
- Elizabethan/Erasmus - £250.00 + VAT
- Dixie Queen - £350.00 + VAT

Equipment

- Your caterers must provide all equipment including cutlery, crockery and linen.
- Linen: Tables on the **lower decks** of the Dixie Queen and the Erasmus may be left unclothed if this is the client's preference however **ALL** tables on the Edwardian, Elizabethan and upper decks of the Dixie Queen and Erasmus must be fully clothed. Please speak with your event manager for full details on linen requirements and table sizes prior to the event. Additional charges may apply if table linen is not provided.
- Thames Luxury Charters will provide access to the on-board galley and use of the appliances – please note, these will differ on board each vessel and it is therefore imperative that your caterers arrange to come and view the space and kitchen appliances available to them, and meets with our catering manager to discuss the requirements and plans for your event. Thames Luxury Charters will use its best endeavours to ensure all equipment is in good working order but no responsibility will be accepted for any malfunction before or during service.
- Thames Luxury Charters will provide a kitchen porter to assist with the use of on board equipment and as a point of liaison.
- Thames Luxury Charters will provide tables and chairs for your charter – we can advise as to the appropriate size table linen.
- Please note – we do not allow deep fryers or BBQ's to be bought on board any of the boats.
- Sinks – Please do not pour fat, oil and/or grease down the sinks, they solidify as they cool and create blockages. One way to dispose of these is to let it cool and solidify, then scrape it into a rubbish bin.
- Under no circumstances interfere with electrical sockets/switches, if you require assistance please speak with a member of our staff

Service

- Your caterers will be responsible for providing all food service staff. Bar and drinks service staff are provided by Thames Luxury Charters.

Drinks

- Your caterers are not permitted to bring drinks on board without prior arrangement and the consent of Thames Luxury Charters. A corkage charge will be levied for this.

Set up and De-rig

- Set up for the function usually takes place at Butlers Wharf Pier (map, parking and directions attached).
- Shad Thames is the closest location a vehicle can access to Butlers Wharf Pier. This is a pedestrianised street with limited access at the end of Horselydown Lane and Curlew Street, between 0830 and 1100 in the morning and 1600 – 1800 in the afternoon. Outside of these times the closest access point to the pier is either Curlew St or Lafone St.
- Thames Luxury Charters do not provide trollies or a portorage service - please ensure you have the means necessary to make your deliveries.
- Where possible we try to allow a 2 hour set up period however this may vary and will be advised closer to the function date.
- The boat will return back to Butlers Wharf Pier at the end of the function and where possible you will have half an hour to unload (quietly please as it’s a residential area). Any additional time taken may be deducted from your deposit.
- If the return to Butlers Wharf Pier is after 11pm, you may either be required to offload at an alternative pier at an additional cost or the offload will take place the next working day. This must be agreed in advance of the charter date and your TLC representative will be able to advise further.

Post Event

- Please leave the kitchen clean and tidy as you found it.
- Please also take all rubbish with you. The cost for any additional cleaning required by us, or disposal of rubbish following your event will be deducted from your deposit. Any loss or damage of equipment will also be deducted.
- Where possible we prefer that all equipment is cleared immediately following the event - if this cannot happen an agreement must be reached with your event manager prior to the event. Anything that is left on board must be completely clean and well wrapped up with cling film.

Finally, the appropriate employers and public liability insurance documents from your caterers along with this signed document must be provided 21 days prior to your event.

Thank you

Please sign below to confirm that you have read, understood and agree to the terms above.

CLIENT NAME

CLIENT SIGNATURE.....

CATERER’S NAME.....

CATERER’S SIGNATURE.....