



**CATERING POLICY  
BETWEEN:**

**the Yuutu?it?ath  
AND:**

---

**(the “caterer”)**

**1. OVERVIEW:**

This policy shall be provided to and served as a reference for those who are awarded a catering contract for Yuutu?it?ath functions and where such opportunities are:

A. Advertised:

- a. The Yuutu?it?ath will post a notice out to community members for a period of four (4) weeks prior to the date of a large community event / meeting (i.e. Annual Assemblies, Elders Gatherings).
- b. The Yuutu?it?ath will regularly place a “Call for Applications” in the community bulletin, newspaper, social media and via email updates.

B. Specially requested: the Yuutu?it?ath will request the services of those who have previously submitted an application and whose profile is kept on file with the Yuutu?it?ath for a period of one year.

**2. APPLICATION PROCESS:**

- i. Interested caterers will be required to complete an application form that specifies the following:
  - a. Contact information (current).
  - b. Catering experience, including menu planning for large groups.
  - c. FoodSafe certification.

- ii. The Yuułuᑭiᑭᑭᑭ Caterer Application Form may be found in Appendix A of this policy and may be returned to the Yuułuᑭiᑭᑭᑭ by email, fax, general mail or in person:

Email: iris.frank@ufn.ca  
Fax: (250) 726-7552

Gen. Mail: Yuułuᑭiᑭᑭᑭ  
Attention: Director of Operations  
P.O. Box 699  
Ucluelet BC V0R 3A0

In person: Yuułuᑭiᑭᑭᑭ  
Attention: Director of Operations  
100 Hit-tat-soo Road  
Hitacu, BC V0R 3A0

### 3. SELECTION PROCESS:

- i. Applications will be reviewed, approved, recorded and filed.
- ii. In accordance with Section (3.i) above, catering contracts shall be considered approved by Yuułuᑭiᑭᑭᑭ provided that the Yuułuᑭiᑭᑭᑭ and the Caterer sign a contract for the services that are to be provided. This contract will list important information such as the date of the event, number of people expected, menu planning, etc. Once signed by both parties, the contract shall be attached to this document as Appendix B and placed in the caterers file.
- iii. Preference shall be given to Yuułuᑭiᑭᑭᑭ Members and Yuułuᑭiᑭᑭᑭ Groups who are fundraising for community based activities.

### 4. CANCELLATION:

- i. In the event that the Yuułuᑭiᑭᑭᑭ needs to cancel its contract with the caterer, the Yuułuᑭiᑭᑭᑭ will make its best effort to cancel the contract with as much notice as possible.
- ii. In the event that the caterer needs to cancel its contract with the Yuułuᑭiᑭᑭᑭ, the caterer will make his / her best effort to cancel the contract with as much notice as possible.
- iii. In the event that the Caterer who was first awarded the contract cancels their contract with the Yuułuᑭiᑭᑭᑭ, the Yuułuᑭiᑭᑭᑭ will contact the next Caterer whose application is in our database. This Caterer will be required to follow the same process as noted above.

## 5. PAYMENT AND SUPPLIES:

- i. At the discretion of the Director of Operations, the Yuuluʔiʔath̄ will pay 100% of the contract to the caterer on the payment processing date prior to the event. The Yuuluʔiʔath̄ will pay the Caterer in accordance with the rates listed below and as per the catering contract, as arranged between the Yuuluʔiʔath̄ and the Caterer. The Caterer is required to fulfill all responsibilities, as outlined in Section 6, to continue receiving full payment prior to the event.
  - a. In the event that the Caterer does not fulfill the Caterer's Responsibilities, as outlined in Section 6, the Caterer will lose the privilege of receiving full payment in advance of the event and will be placed on probation for a length of time determined by the Director of Operations. During that probation period, the Caterer will receive payment as follows:
    - i. First payment: 60% of the total contract
    - ii. Final payment: 40% of the remaining contract, subject to confirmation by the Event Coordinator that the Caterer's Responsibilities, as outlined in Section 6, have been completed.
- ii. The amount paid to the caterer covers the following expenses:
  - a. The cost of the groceries.
  - b. Caterer's time for shopping, setup and food preparation services.

*\* Final payment will only be issued provided that the caterer is in compliance with Section 6 of this policy.*
- iii. The Yuuluʔiʔath̄ does not pay for the following:
  - a. The cost of mileage / gas.
  - b. Prep-cooks.
- iv. The Yuuluʔiʔath̄ provides the following supplies:
  - a. Plates, bowls, cups, utensils, napkins – *if the Caterer provides these items, they must be environmentally friendly.*
  - b. Coffee and tea.
- v. The Yuuluʔiʔath̄ will pre-order all catering services and will determine payment based on the number of guests expected to be at the event. *The estimated number is based on the turn-out history of all Yuuluʔiʔath̄ events.*
  - a. If more guests show up at the event than first expected, the caterer will be paid for the additional cost per person provided that additional food can be delivered; the Yuuluʔiʔath̄ will do its best to contact the caterer with sufficient time to enable the caterer to fill the extra order.

- b. If less guests show up at the event than first expected, the caterer will not be required to pay back any monies (as the service was pre-ordered).

vi. In accordance with 5.i, above payment is based on the following rates.

<b>ITEM</b>	<b>\$ per person</b>
Breakfast	11.50
Lunch	12.75
Dinner	16.00
<i>** The above rates are inclusive of the main course, beverages and dessert (dinner only).</i>	
Snacks (morning <b>or</b> afternoon)	3.50
Snacks (morning <b>and</b> afternoon)	7.00

- vii. From time-to-time the Yuuluʔifʔath will request seafood, but realizes that this can only be delivered based on the availability of seafood.
- viii. In the case that the Yuuluʔifʔath provides food, such as seafood or meat, there will be a reduction of 20% in the prices listed above.

**6. CATERER’S RESPONSIBILITIES:**

- i. Caterers on contract are responsible for the following:
  - a. Working with Yuuluʔifʔath in menu planning, prior to signing the contract. Caterers will be asked to provide menu options of meals that can be provided.
  - b. Signing out a facility key(s) and adhering to the Key Use Policy and Procedures; keys may be signed out from the Department of Lands, Resources and Asset Management (contact telephone #: 250-726-7342, ext. 203).
  - c. Shopping for groceries and other supplies as necessary.
  - d. Setup and cleanup of all facilities used. This includes the setup and cleanup of:
    - i. Cooking facilities (if done on Yuuluʔifʔath grounds; including stoves and refrigerators, if used).
    - ii. Service area: buffet or other.
    - iii. Tables and chairs.
    - iv. Flooring: sweeping, mopping after event.
    - v. Emptying trash bins.
  - e. Food and beverage service
  - f. Snack service, when requested by Yuuluʔifʔath
  - g. The delivery of all of the above services must be completed as per the timelines identified in each catering contract.
- ii. The Caterer is not required to clean the restrooms of the facility.
- iii. Failure to fulfill the duties noted above may result in discontinuance of requested service, stop payment, or probation of services.

**7. CONTINUANCE:**

- i. The application and relationship between the Yuułuᑭᑦᑭᑦᑭᑦᑭᑦ and the caterer shall remain in effect provided that the caterer:
  - a. Has historically proven to provide good, wholesome, healthy meals and snacks for the Yuułuᑭᑦᑭᑦᑭᑦᑭᑦ and their guests; and,
  - b. Has historically proven to provide good service and the ability to maintain a professional working relationship with the Yuułuᑭᑦᑭᑦᑭᑦᑭᑦ and their guests.
  - c. Is able to comply with Section 6 in its entirety.
  - d. Renews his / her application with the Yuułuᑭᑦᑭᑦᑭᑦᑭᑦ annually and before April 1<sup>st</sup> each year. The authority to extend a catering application remains with the Director of Operations.

**8. MISCELLANEOUS:**

- i. If awarded a contract, the caterer acknowledges that he / she has had an opportunity to read and understand this policy. The caterer thus acknowledges that he / she has read, understands and agrees to be bound by all the terms and conditions contained herein.
- ii. This policy shall be enforced by the Yuułuᑭᑦᑭᑦᑭᑦᑭᑦ Administration and may be amended by the Director of Operations as required.

APPENDIX A

APPLICATION TO CATER

To submit your name for catering service with the Yuułu?i?atḥ please fully complete the below application.

NAME OF CATERER: \_\_\_\_\_

CONTACT INFORMATION: *information must be current*

\_\_\_\_\_  
Full mailing address

\_\_\_\_\_  
Residential address (if different from above)

\_\_\_\_\_  
Telephone (Home)

\_\_\_\_\_  
Telephone (Cellular)

\_\_\_\_\_  
Email

EXPERIENCE:

Please detail your experience in catering for small and large group settings. You may also include details on menus that you have planned and what duties you carried out under other catering contracts.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please use a separate piece of paper if needed.*

By signing below you declare that the above information is true. Please attach a copy of your food safe certificate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Date received and reviewed

\_\_\_\_\_  
March 31<sup>st</sup> of each year  
Remove Application on

\_\_\_\_\_  
Approved by Director of Operations

**APPENDIX B**

**Attached within are contracts used between the Yuulu?if?ath and the Caterer**

**These contracts must be signed by both parties to authorize service each time prior to a Yuulu?if?ath function or event.**



# Yuutu?it?ath

P.O. Box 699 Ucluelet, BC. V0R 3A0  
 P: (250) 726-7342 F: (250) 726-7552

**CATERING CONTRACT NO.** \_\_\_\_\_

This contract between: the Yuutu?it?ath and \_\_\_\_\_  
 Print Name, Caterer

**1. DEPARTMENT DETAILS:**

The Event Coordinator, as named below, is responsible for working with the above named Caterer to complete this contract. Once signed, this contract shall serve as confirmation that the caterer has been awarded a contract for the catering services of:

_____	_____
Event title	Department
_____	_____
Event Coordinator	Title

**2. EVENT DETAILS:**

_____	_____	_____
Date(s) of event expected	Location of event	# People

*If service is contracted for more than one meal or one meal with snacks, list each applicable code in the 'time of service' area and indicate what time service is required.*

<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Snack (a.m.)</b>	<b>Snack (p.m.)</b>
B	L	D	SM	SA

_____	_____	_____
1. Time of Delivery	2. Time of Delivery	3. Time of Delivery



**3. MENU DETAILS:**

*The Yuulu?if?ath recognizes that there are guests who may have food allergies and who may have a preference for vegetarian options. Therefore, it is important that the Caterer works closely with the Event Coordinator (see above) in the planning of all menus and delivery expectations.*

In this area note what items will be on the menu:

\_\_\_\_\_  
Main Course

\_\_\_\_\_  
Dessert

\_\_\_\_\_  
Beverages (excluding coffee and tea)

\_\_\_\_\_  
Snacks (a.m.) if applicable

\_\_\_\_\_  
Snacks (p.m.) if applicable *Use separate piece of paper if needed and attach to contract.*

**4. AS AGREED,**

By signing below both parties are in agreement that the above contract is declared complete and the Yuulu?if?ath hereby authorizes the Caterer to proceed with the services as indicated above.

\_\_\_\_\_  
Signature, Event Coordinator

\_\_\_\_\_  
Signature, Caterer

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Payee Name and Address: \_\_\_\_\_

**PAYMENT DETAILS:**

<b>ITEM</b>	<b>COST PER</b>	<b># OF PEOPLE</b>	<b># OF DAYS</b>	<b>SUB-TOTAL</b>
<b>Breakfast</b>	11.50	X _____	X _____	_____
<b>Lunch</b>	12.75	X _____	X _____	_____
<b>Dinner</b>	16.00	X _____	X _____	_____
<b>Snacks (a.m.)</b>	3.50	X _____	X _____	_____
<b>Snacks (p.m.)</b>	3.50	X _____	X _____	_____

**TOTAL AMOUNT OF CONTRACT:** \_\_\_\_\_

**IMPORTANT INFORMATION, PLEASE READ!**

- Please complete Form DF-1 (Requisition for Payment) with the Total Amount to be paid, as noted above and attach it to the front of this contract.
- The entire package may then be delivered to the Director of Operations or Chief Financial Officer for approval of payment.
- Please remember to list the appropriate GL Code. Please also attach a copy of the most recent tracking chart showing the list of offers to each caterer on file. **GL CODE:** \_\_\_\_\_