

WFFC OPERATING PROCEDURE

Number 503

Revision Number: H

Date: Sept 11, 2007

SUBJECT: Bar Operations

Ken Sheide
ORIGINATOR

RESPONSIBLE OFFICE: Treasurer

APPROVAL (Resp. Officer)

AFFECTED OFFICES: Treasurer

John Schuitemaker
APPROVAL (President)

I. PURPOSE:

This procedure establishes guidelines for the operation of the bar during WFFC general meetings and other functions.

II. SCOPE:

This procedure applies to the Bartender(s) and to any committees established by the office of the Treasurer to carry out the guidelines described herein.

III. REQUIREMENTS:

- A. Background:** The job of Bartender has not always been assigned to a Host such as Seattle Tennis Club (STC). Prior to the current arrangement, this duty was assigned a member or group of members. Previously, except for the specially permitted Christmas Party, we did not charge for alcohol served and we relied on the restraint of membership and guests. It was advisable to have several bartenders for both assistance at meeting and coverage should one or some not be able to attend meetings. One bartender was assigned as coordinator and was responsible for assigning Tenders for each meeting. Now the Host tends bar and collects coded bar drink tickets purchased from the Ghillie. The Ghillie submits money received to the Treasurer who in turn pays the Host. The Ghillie is responsible for providing change each month for the cash box provided by the Host. It also had been the bartenders' responsibility to procure wine and distribute bottles for use at the Christmas Party and Awards Banquet. At the current STC facility, there is a policy that if wine is provided by anyone other than STC, no other liquor may be served. This mandated that STC provide both wine and bartending services for each event.

Coordination with the Host for wine provision has been transferred to the 1st VP and Awards Chairman respectively.

In effect, the bar operations were suspended January 1, 2008. The bar operations portion of the WFFC Operating Procedures has been retained as follows as a facilities change in the future may make it again relevant.

B. Procedures: (suspended)

1. Prior to Club Meetings:

a) Prior to each meeting, the Bartender should have on hand adequate inventory of the following liquor:

Brand/Item
Jim Beam
Jack Daniels
Gin
Vodka
Canadian
Bushnell's Irish
Scotch
Rum
Vermouth Dry
White Wine, a-variety
Red Wine – a variety
Beer (including Guinness stout)
Tonic
7-up
Tonic Water
Soda
Coke

b) Prior to each meeting, the Bartender must purchase and complete a banquet permit purchased at any state liquor store. This permit must be posted on the wall behind the bar area at the College Club.

2. During Club Meetings: (suspended)

a) The Bartender should be at the College Club as near to 5 PM as possible, as it takes at least 30 to 45 minutes to set up the bar. Liquor, beer, etc should be completely removed from private vehicles and taken into the club. Stock should be removed from the storage locker on site if any. One bottle of each brand of liquor should be placed on either side of the bar to allow two bartenders to operate independently. The caterer furnishes all mixers, ice, olives, limes, lemons, glasses, etc. The bartender is responsible for moving ice provided by the meeting location to the bar as well as containers provided by the meeting location for icing of beverages and consumption in glasses.

b) An alternate Bartender should be available to spell the regular bartenders and to distribute the workload.

c) During dinner, the bar is closed.

d) From time to time the bar may be reopened during the break; generally, however, the Bartender must count up the good-of-the-order bucket and provide the proceeds to the Treasurer by the end of the evening.

e) After closing the bar, the remaining liquor is replaced into boxes, and stored for future meeting use. The bar area should be cleaned and returned to the condition in which it was found. Dirty glasses and containers for icing beverages are to be returned to the kitchen.

3. After/Between Club Meetings: (suspended)

a) Records shall be maintained to account for money spent on the bar operations, and to account for liquor inventories before and after each meeting. The treasurer will reimburse the bar tender for expenses incurred.

b) Bar operation costs shall be reviewed periodically with the Treasurer to ensure reasonableness.

4. Special Assignments: (suspended)

a) January Award Ceremonies: At each January meeting, an adequate amount of wine is required for toasting during the Letcher Lambuth and Empty Creel award ceremony. Historically approximately 2 bottles per table (estimated 10-12 members per table) has been provided. Caterer should be advised to place wineglasses at each table setting prior to the meeting. The opened wine bottles should be placed on the tables just prior to the toasting, with the President, the Awards Committee Chairman, or other person running the meeting advising the members that said wine is for toasting, and not recreational

consumption.

- b) Christmas Party: It is required to purchase a “Special Occasions Liquor Permit For Non-Profits”. This permit must be applied for from the Washington State Liquor Control Board. The application form can be obtained from the Liquor Control Board Web Site and must be submitted a minimum of 45 days before the party. A fee of \$60 is required. In addition, the Bar Tenders shall procure 2 bottles of red and one bottle of white wine for placement on the tables for the Christmas Party. The 2nd Vice President in charge of the Party will supply a table count to Bar Tenders. Wine is to be opened by the Bar Tenders and distributed to the tables. Additional bar tenders need to be recruited for the Christmas Party. Typically 8 are used with a schedule set up for rotation so as to spread the load and provide some free time for Tenders to participate. As of this date, drinks are priced as follows:

Liquor drinks:	\$4.00
Wine:	\$3.00
Beer:	\$2.00
Soft Drinks:	\$1.00
Bottle of Wine	\$15.00

The 2nd Vice President in charge of the party makes a sign of these charges. Bar Tenders should coordinate this effort with him.

IV. RESPONSIBILITIES: (suspended)

A. Bartender(s): The Bartender shall be directly responsible to implement the requirements of this Operating Procedure.

B. Treasurer: The Treasurer shall provide the necessary financial and personnel resources to the Bartender