

## Annex D - Catering Pricing Policy

### 1. Definitions

- 1.1 Base price is the cost of the food for an event plus 10% (for O&M).
- 1.2 Standard price is base price X 1 ½ + 10% of cost of food (for O&M).
- 1.3 Business price is base price X 2 + 10% of cost of food (for O&M).
- 1.4 Ticket price for a Branch event whose principal purpose is fund raising is business price at minimum plus any additional amount authorized by the Branch Functions Committee.
- 1.5 Business Price Plus is to be used for the catering of events for private clients. The minimum price is Business Price. The final price is to be determined by the Event Coordinator and approved by the Catering Committee Chair.

### 2. Distribution of Revenues

- 2.1 All Event revenues shall be treated as Branch general revenues, except for the following:
  - 2.1.1 Branch Functions catered by the L.A. shall have an amount equivalent to the base price less O&M (ergo the cost of the food) placed in the L.A. account. The remainder shall be treated as Branch general revenues; and
  - 2.1.2 If the function is an L.A. event, or an outside L.A. catered event, then all revenues less O&M will be placed in the L.A. account. The O&M shall be treated as Branch general revenues.

### 3. Costing by Event Type

- 3.1 Branch Business (Poppy Campaign Kick-Off and Conclusion, monthly general meeting, breakfast club, Wednesday morning coffee, last post) - BASE PRICE.
- 3.2 Branch Functions - STANDARD PRICE as a minimum, or TICKET PRICE, if requested and authorized.
- 3.3 Branch Member, private event - BUSINESS PRICE.
- 3.4 Military Groups - BUSINESS PRICE.
- 3.5 Charitable Organizations - BUSINESS PRICE.
- 3.6 Other Community Groups (e.g. Rotary, political parties, unions) - BUSINESS PRICE
- 3.7 Sporting Events - BUSINESS PRICE.

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- 3.8 Private Parties for non-Branch members - BUSINESS PRICE PLUS.
- 3.9 A La Carte menu items at events - to be priced comparable to current market price.

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