

BRANCH CATERING SERVICES POLICY

Date of Approval: 20/03/2019

Issue: 001

1. Objective

1.1 The Branch has a commercial standard kitchen and spaces to accommodate small and large (capacity of 100 - 140) meetings and social events. The Branch is also fortunate in having, amongst its members and members of its Ladies' Auxiliary, a significant number of people with the skills necessary to provide food services for these meetings and social events.

1.2 Managed correctly, these assets can provide not only added benefits for all members but also significant revenues for the Branch. It is, therefore, desirable to bring these assets together to optimize their revenue generating potential. This will enhance the services and social life offered to Branch members while at the same time contributing to the quality of life in the broader community.

2. Organization

2.1 To meet the above stated objective, the Branch has established a Legion Catering Committee to coordinate the food service requirements for approved Branch activities and approved requests from organizations or individuals external to the Branch.

2.2 The Catering Committee shall be led by the Chair of the Committee, appointed by the Branch President, who reports to the designated Branch Vice-President. The Chair shall be the final approval authority for all event related items.

2.3 Membership on the Committee shall include a representative from the Ways and Means Committee, the Food Services Officer (or representative), the Bar Manager (or representative), a representative from the Ladies' Auxiliary, a representative from the Hall Rental Committee and a representative from the Finance Committee.

3. Guiding Principles

3.1 The requirements of the Branch shall always take precedence over outside clients. To minimize conflicts, Branch requirements should be made known to the Chair as soon as possible. Annual recurring events should be put on future yearly calendars as placeholders until firm dates are confirmed.

3.2 All event requests must be coordinated with the Hall Rental Officer prior to approval.

3.3 Once an event has been booked, it can only be pre-empted by another booking request under exceptional circumstances, and only upon the approval of the Branch Executive.

3.4 In carrying out their assigned duties and responsibilities, the Committee and its Chair shall be bound by the Kitchen Management Policy and Procedures, the Branch Bar and Bar Manager Policy and Procedures, the Hall Rental Policy and Procedures and the Hospitality Policy and Procedures.

3.5 Branch Catering, and by extension the Ladies Auxiliary Catering, are to provide their services for Branch 638 events at cost.

Annexes:

- A. Duties and Responsibilities of the Chair of the Legion Catering Committee
- B. Duties and Responsibilities of Event Coordinator
- C. Duties and Responsibilities of Event Volunteers


B Judge
President

 21.03.19
D Rowland
Chair, Branch Regulations

*ANNEX D
Catering Business Policy*