



**SOP
PRIVATE
PARTY
CONTRACT**



Fleet & Family Readiness
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18 Aug 2008

MWR DEPARTMENT STANDARD OPERATING PROCEDURES

Subj: PRIVATE PARTY CONTRACTS

Ref: (a) BUPERSINST 1710.11c
(b) DoD 7000.14R

Encl: (1) MWR Private Party Contract (Caterease generated)
(2) Control Log for Computer Generated Contracts
(3) Daily Activity Record Example (Prepayment)
(4) Daily Activity Record Example (Close of Event)

1. Purpose. To establish policies and procedures regarding contracts for private parties and catered events within the Navy Base Guam Morale, Welfare and Recreation (MWR) Department.
2. Action. The Fleet Readiness (MWR) Director, and all branch/Facility Managers will familiarize themselves with this SOP, indoctrinate and provide training for employees and ensure compliance.

L.Echols
Installation Program Director
Fleet Readiness (MWR)

Copy to
Fleet & Family Readiness Director (N9)
Branch and Facility Managers

18 Aug 08

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1. Purpose. To establish policies and procedures regarding contracts for private parties and catered events within the Navy Base Guam Morale, Welfare and Recreation (MWR) Department.

2. Information

a. All private party functions held in a Morale, Welfare and Recreation facility are required to execute enclosure (1), per reference (a). A private party event is a function where a eligible patron makes special arrangements for an event regardless of the number of persons involved, in which a cancellation would result in a monetary loss to the facility. An event is considered a private party if the function requires one or more of the following:

(1) Preparation of a special menu.

(2) Preparation of more portions of the standard food menu than the facility would normally expect to sell during the meal period.

(3) Scheduling of additional employees to prepare and provide service (food, bar or other departments).

(4) Special beverage (bar department) preparation.

(5) Exclusive use of a room.

(6) Special attention to the food or bar service for those in attendance.

b. A private party contract does not have to be prepared for groups/functions where the meal selection is from the standard menu with no additional preparation or employee scheduling required and where there is no special requirement or dedicated bar for private cocktail service.

3. Applicability. The following MWR food and beverage operations must adhere to the contents of this SOP:

- a. Top o' the Mar/Sunset Lounge/Polaris Point Club
- b. Admiral Nimitz Club House (Game Time Sports Grill)
- c. Typhoonz/Naps/C-Street Café
- d. Clipper Landing

This SOP also applies to other facilities and individual homes where special events are hosted that require the catering of food/beverages.

4. Procedures. MWR food and beverage operations will adhere to the following procedures when hosting a catered and/or private party event function:

a. Managers will only use pre-numbered forms which are generated through the use of the Caterease software. The Catering Manager is responsible for security, control and issuance of all pre-numbered Private Party Contracts. Logs (Encl. 2) will be maintained for all contract number assignments so that the Accounting section of the F&FRP Service Center may monitor, follow-up and maintain records to ensure accountability for all contracts issued.

b. If an eligible patron requests to host a special event or function, and the facility can accommodate the request, the Manager or designated representative will prepare enclosure (1). If the sponsor is a military member, you must obtain the military member's name, status, rank, rate, last four numbers of the social security number, duty station UIC (if applicable) or business address, work extension, home address and telephone number. The contract must be signed by the designated facility representative and the patron. The patron who signs the contract will be shown payment procedures, due dates and penalty for late payment listed on the Contract. If cancellation is requested by the patron and accepted by the facility, all expenses incurred as a result of preparation for the function

according to the policies and information fee schedule shall be charged to the patron. If an event is cancelled, the original signed contract and the Manager/Catering copy will be marked "CANCELLED" with the status of any fees due. The facility will retain the Manager/Catering copy and forward the original signed contract to the Service Center. All other appropriate individuals (Chef, Bar Manager, etc.) will be notified of the cancellation.

c. The contract form will be distributed as follows:

- (1) Manager/Catering copy - retained by the facility.
- (2) Customer copy - given to the patron.
- (3) Accounting copy - forwarded to the Region Service Center.
- (4) Head Chef copy, Bar Manager copy, Dining Room copy, and Custodian copy - distributed per facility procedures.

d. When a payment/deposit is received prior to the event, a receipt will be issued and the money deposited on a separate Daily Activity Record (DAR). Indicated in the remarks section on the DAR, will be the appropriate contract number from enclosure (1), the customer number if available, the receipt number, the patron's last name and note that it is a "prepayment". The Accounting section will make the proper accounting entries. An example of the DAR is provided on enclosure (4). The payment date, dollar amount and receipt number must be noted on the Facility and Accounting copies of the contract.

e. A \$200.00 deposit is required to secure a date on the Navy MWR Guam calendar. This deposit is non-refundable in the case of cancellation (with the exception to military operations and or a natural disaster). Upon completion of the scheduled event the \$200.00 deposit will count as a credit to the remaining balance of the contract.

f. A 50% down payment of the estimated total bill is due 30 days prior to the event date. Meal selection and a guaranteed guest count must be given two weeks prior to the event date. The final payment and the guarantee of the number of guests is required no later than three days in advance of the event date. If the number of guest exceeds the guaranteed number, the sponsor will be charged the established menu price for each additional guest. The sponsor of the event will be notified when the actual number of guests exceeds the guaranteed number.

g. Unless there are extenuating circumstances, full payment is required no later than the conclusion of the event. A copy of the paid contract will be provided to the customer and the money deposited on a separate DAR. The Private Party Contract number, and patron's last name and "Close of Event" must be noted in the remarks section. An example of the DAR is provided on enclosure (4).

(5). The payment date and amount must be noted on the Facility and Accounting copies of the contract.

h. A 15% service charge is automatically added to all private party contract food and beverage items (see enclosure (1) under the payment section). The service charge excludes any form of rentals, room charges and other services that the patron/client may be charged for. The service charge is a combination of a 5% service charge (to cover setup, teardown, and other incidentals) and a 10% gratuity for supporting staff.

i. The gratuities will be divided amongst the associates as follows:

(1) Preparation staff will receive 10% divided by the number of staff involved.

(2) Wait Staff will receive 60% divided by the number of staff involved.

(3) Culinary Staff will receive 25% divided by the number of staff involved.

(4) Bartenders will receive 5% divided by the number of staff involved. In the case when no bartenders are needed for the contracted event, the 5% gratuity will be reassigned to the Preparation Staff allocation. See enclosure (5) for the Gratuity Allocation Form example.

j. To ensure strict control and prompt collection of all Private Party Contract bills, the following procedures will be strictly adhered to:

(1) Branch management will send a copy of the signed party contract, enclosure (1), to the Accounting office the first working day after the event/party.

(2) Ordinarily final payment will be collected at the time of the function. However, if full payment is not received the day of the event, a DAR must be submitted. In the remarks section, write the appropriate contract number from enclosure (1). The patron's last name, and note that it is an "A/R" (Accounts Receivable) "Close of Event". The Accounting office will invoice the customer requiring payment within 15 days.

(3) The Accounting office will also follow-up on the collection of all invoices. If payment is not received within 15 days of the event party date, the Accounting office will prepare a letter to the patron requesting payment. If payment is not received within ten days, another letter will be sent to the patron's Commanding Officer/Officer in Charge or Local Authorities. If payment is not received within 15 days, pay deduction effort will be made per reference (b).

k. Generally accepted accounting procedures will apply to all private party contract transactions. Erasures will not be made, changes will be lined out or the contract voided, the use of whiteout is prohibited.

5. Action. Food and Beverage Operations Managers will familiarize themselves with this SOP, indoctrinate appropriate employees as to its content and ensure compliance.



L. Echois

Installation Program Director
Fleet Readiness (MWR)

Distribution:

Business Activities Coordinator
Service Center Director
Manager, Top O' the Mar
Manager, Admiral Nimitz Club House
Manager, Typhoonz/Naps/C-Street Cafe



MWR Catering
Expanding your horizons

Client/Organization **Horizon Business Services, Inc.**
Party Name **Horizon's Christmas Party**
Address **1020 Goodlette Road North, Naples, FL**
Telephone **(239) 261-6617**
Fax **(239) 263-4164**

Event Date **12/12/2006 (Tue)**
Event # **500001**
Pln Guests **75**
Act Guests
Sales Rep **Chad Nelson**

SSN / EIN / UTC:

Venue

Banquet Room	Setup Style	Start	End	Serving	Description
Grand Ballroom	Rounds	7:00 pm	1:00 am	7:30 pm	Dinner

Food/Service Items

Food/Service Items	Price	Qty	Total
Grilled Salmon	18.73	70	1,311.10
Carbonara	2.90	5	14.50

Subtotal	1,325.60	Paid	2,487.28	Pay Method	Credit Card	Card Number
Tax	79.54	Balance	883.30	Card Type		Approval
Service Charge	198.84			Card Holder		Expires
Total Value	1,603.98			Signature		

Please initial next to all terms and conditions below:

- ☐ In accordance with Navy Policy, no food or beverage may be brought in or removed from the club premises. The only exception to this policy is ceremonial cakes. (BUPERSINST 1710.11C, Chapt. 23 para. 2311c, 2315c.)
- ☐ Per Navy Sanitation regulations, the placement of food service is allotted for a 2 hour window.
- ☐ All food orders will be finalized 5 working days in advance to the Scheduled event date.
- ☐ A \$200.00 cancellation fee will be incurred for any cancellation within 7 days of event.
- ☐ A \$100.00 fee will be incurred for any additional setup on the day of the event.
- ☐ A \$100.00 deposit is required to confirm the date of the event. In the case of the event being cancelled, the deposit will not be refunded. Upon completion of the event deposit will count as a credit to the balance of your final bill.

I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any client requests as stipulated on the contract, which I may sign.

Client: _____

Date: _____

Sales Rep: _____

Date: _____

Event #	Event Date	Status	Party Name	Subtotal	Serv Chg	Total	Paid	Balance	Telephone
E00001	12/12/2006	Definite	Horizon's Christmas Party	\$1,325.60	\$198.84	\$1,603.98	\$2,487.28	-\$883.30	(239) 261-6617
E00002	4/7/2007	Canceled	RDML Leidig Farewell Dinner	\$3,790.00	\$682.20	\$4,472.20	\$4,472.20	\$0.00	() -
E00003	6/23/2007	Definite	Wedding Reception	\$1,046.50	\$156.98	\$1,203.48	\$1,203.48	\$0.00	() 565-7003
E00004	6/4/2007	Definite	Partnership Sessions	\$798.00	\$89.70	\$887.70	\$887.70	\$0.00	() 646-3560
E00005	6/8/2007	Definite	Wardroom Hail & Farewell	\$223.75	\$40.28	\$264.03	\$264.03	\$0.00	() 339-5165
E00006	6/5/2007	Definite	Partnership Sessions	\$798.00	\$89.70	\$887.70	\$887.70	\$0.00	() 646-3560
E00007	9/13/2007	Definite	Ombudsman Luncheon	\$2,171.40	\$325.71	\$2,497.11	\$2,497.11	\$0.00	() 333-2056
E00008	6/13/2007	Definite	MCPON VISIT DINNER	\$407.00	\$60.45	\$467.45	\$467.45	\$0.00	() 339-5389
E00009	7/11/2007	Definite	MSC Job Fair	\$210.00	\$0.00	\$210.00	\$210.00	\$0.00	() 339-5341
E00010	7/27/2007	Definite	MSC Change of Command	\$538.75	\$96.98	\$635.73	\$635.73	\$0.00	() 339-5341
E00012	6/11/2007	Definite	Chad Quinn	\$573.60	\$86.04	\$659.64	\$659.64	\$0.00	() -
E00013	6/22/2007	Definite	Club House Event	\$573.60	\$86.04	\$659.64	\$659.64	\$0.00	() 339-2578
E00014	6/15/2007	Definite	Hail & Farewell	\$255.00	\$38.25	\$293.25	\$293.25	\$0.00	() 343-2545
E00015	8/19/2007	Definite	Yoga Class	\$125.00	\$0.00	\$125.00	\$125.00	\$0.00	(671) 565-3052
E00016	6/26/2007	Definite	NAVMEDWEST Pacific Conference	\$1,426.78	\$213.20	\$1,639.98	\$1,639.98	\$0.00	(671) 344-9372
E00017	7/6/2007	Definite	Going Away Party	\$717.60	\$107.64	\$825.24	\$825.24	\$0.00	(671) 477-0816

This enclosure (2) is an example of the computerized log generated by the catering software package. The system tracks event #, sales and payments as required.

Enclosure 2

DAILY ACTIVITY RECORD
NAVCOMPT FORM 2211 (REV. 3-72)

REGISTER NO.

NAME OF DEPARTMENT

SIGNATURE OF CASHIER

DATE

DEPARTMENT

CASHIER SIGNATURE

DATE

	ITEM NO.	ITEM	AMOUNT
LINES 1 THRU 6 TO BE FILLED IN BY CASHIER	1.	CASH TURNED IN (DETAIL BELOW - ITEM 20)	\$
	2.	CHANGE FUND (-) (WHEN TURNED IN WITH RECEIPTS)	
	3.	REFUNDS (+)*	
	4.	CASH SALES	DEPOSIT
	5.	CHARGE/COMMERCIAL CREDIT SALES	DEPOSIT
	6.	TOTAL SALES: SALES SLIP OR TICKET NUMBERS THRU	\$ TOTAL DEPOSIT
PERSON VERIFYING CASH AND CHARGES WILL VERIFY LINES 1, 2 AND 5 AND FILL IN LINES 7 THRU 11	7.	CHANGE FUND	
	8.	CASH RECEIPTS	
	9.	TOTAL CASH VERIFIED (LINE 7 + 8 = 9)	
	10.	CHARGE SALES	
	11.	TOTAL VERIFIED (LINE 9 + 10 = 11)	\$
PERSON READING THE REGISTER WILL FILL IN LINES 12 THRU 18	12.	CLOSING REGISTER READING	
	13.	OPENING REGISTER READING	
	14.	REGISTER AMOUNT (LINE 12 - 13 = 14)	
	15.	OVER-RINGS (-) AND UNDER-RINGS (+)	
	16.	REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER READINGS)	
	17.	ADJUSTED REGISTER READINGS (LINE 14 ± 15 + 16 = 17)	
	18.	CASH OVERAGES OR SHORTAGES (CIRCLE: OVERAGE OR SHORTAGE)	\$

19. BREAKDOWN OF REVENUE (TO BE FILLED IN BY BOOKKEEPER)

20. DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER)

NAME OF ACCOUNT	ACCOUNT NO.	DEBIT AMOUNT	CREDIT AMOUNT
TOTAL		\$	\$

COINS		CURRENCY		CHECKS/M.O.'S	
CENTS	\$	ONE'S		U.S. CHECKS	
NICKELS		FIVE'S		OTHER CHECKS	
DIMES		TEN'S		MONEY ORDERS	
QUARTERS		TWENTY'S			
HALF-DOLLARS					
TOTAL COINS		TOTAL CURRENCY		TOTAL CHECKS/M.O.'S	
\$		\$		\$	
FILL OUT IF APPLICABLE		FILL OUT IF APPLICABLE		FILL OUT IF APPLICABLE	
GRAND TOTAL CASH TURNED IN					
\$					

* SIGNED REFUND VOUCHERS WILL BE ATTACHED
 REMARKS: (Use reverse side if necessary)

CONTRACT #E00000 TO BE HELD 00/00

DEPOSIT: \$100.00

SIGNATURE OF PERSON DESIGNATED TO READ REGISTER

SIGNATURE OF PERSON DESIGNATED TO VERIFY CASH AND CHARGES

DUTY MGR SIGNATURE

DAILY ACTIVITY RECORD
NAVCOMPT FORM 2211 (REV. 3-72)

REGISTER NO.

NAME OF DEPARTMENT

SIGNATURE OF CASHIER

DATE

DEPARTMENT

CASHIER SIGNATURE

DATE

LINES 1 THRU 6 TO BE FILLED IN BY CASHIER	ITEM NO.	ITEM	AMOUNT
	1.	CASH TURNED IN (DETAIL BELOW - ITEM 20)	\$
	2.	CHANGE FUND (-) (WHEN TURNED IN WITH RECEIPTS)	\$
	3.	REFUNDS (+)*	
	4.	CASH SALES	FINAL PAY
	5.	CHARGE/COMMERCIAL CREDIT SALES	FINAL PAY
6.	TOTAL SALES: SALES SLIP OR TICKET NUMBERS THRU	\$ FINAL PAY	
PERSON VERIFYING CASH AND CHARGES WILL VERIFY LINES 1, 2 AND 5 AND FILL IN LINES 7 THRU 11	7.	CHANGE FUND	
	8.	CASH RECEIPTS	
	9.	TOTAL CASH VERIFIED (LINE 7 + 8 = 9)	
	10.	CHARGE SALES	
	11.	TOTAL VERIFIED (LINE 9 + 10 = 11)	\$
PERSON READING THE REGISTER WILL FILL IN LINES 12 THRU 18	12.	CLOSING REGISTER READING	
	13.	OPENING REGISTER READING	
	14.	REGISTER AMOUNT (LINE 12 - 13 = 14)	
	15.	OVER-RINGS (-) AND UNDER-RINGS (+)	
	16.	REFUNDS (+) (TO BE USED WHEN REFUNDS ARE REFLECTED IN REGULAR REGISTER READINGS)	
	17.	ADJUSTED REGISTER READINGS (LINE 14 ± 15 + 16 = 17)	
	18.	CASH OVERAGES OR SHORTAGES (CIRCLE: OVERAGE OR SHORTAGE)	\$

19. BREAKDOWN OF REVENUE (TO BE FILLED IN BY BOOKKEEPER)

20. DETAIL OF CASH TURNED IN (TO BE FILLED IN BY CASHIER)

NAME OF ACCOUNT	ACCOUNT NO.	DEBIT AMOUNT	CREDIT AMOUNT
TOTAL		\$	\$

COINS	CENTS	\$	FILL OUT IF APPLICABLE	
	NICKELS			
	DIMES			
	QUARTERS			
	HALF-DOLLARS			
	TOTAL COINS			\$
CURRENCY	ONE'S		FILL OUT IF APPLICABLE	
	FIVE'S			
	TEN'S			
	TWENTY'S			
	TOTAL CURRENCY			\$
	CHECKS/M.O.'S	U.S. CHECKS		
OTHER CHECKS				
MONEY ORDERS				
TOTAL CHECKS/M.O.'S		\$		

* SIGNED REFUND VOUCHERS WILL BE ATTACHED
 REMARKS: (Use reverse side if necessary)

**TOP O' THE MAR
GRATUITY ALLOCATION AND VERIFICATION FORM**



CATERING

BEO		5% Service	10% TOTAL	TOTAL KITCHEN STAFF ENTITLEMENT	TOTAL BARTENDER ENTITLEMENT
Service Charge		Charge	Gratuity		
\$100.00		\$33.30	\$66.70		
Contract Number	Event Date	Organization / Client Name	PREPARATION ENTITLEMENT	WAIT STAFF ENTITLEMENT	
			\$6.67	\$40.02	
				\$16.68	\$3.34

Place \$ amount here →

ASSOCIATE ALLOCATION OF GRATUITY VERIFICATION

ASSOCIATE'S SIGNATURE IS VERIFICATION OF GRATUITY TO BE RECEIVED FOR ABOVE CATERED EVENT.

ALL GRATUITY ALLOCATIONS WILL BE COMPILED OVER THE COURSE OF EACH MONTH (1ST - 31ST).
THE COMBINED MONTHLY GRATUITY TOTAL WILL BE DIRECT DEPOSITED COINCIDING WITH THE FIRST PAY PERIOD OF THE FOLLOWING MONTH.

CASH ACCOUNTING CLERK MUST INITIAL EACH DISBURSEMENT AS VERIFICATION OF TRANSACTION!

WAIT STAFF NAME:	SIGNATURE OF RECEIPT:	TOTAL STAFF 0	ENTITLEMENT #DIV/0!	CAC ↑ INITIALS ↓	DATE:

WAIT STAFF NAME:	SIGNATURE OF RECEIPT:	TOTAL STAFF 0	ENTITLEMENT #DIV/0!	CAC ↑ INITIALS ↓	DATE:

CULINARY STAFF NAME:	SIGNATURE OF RECEIPT:	TOTAL STAFF 0	ENTITLEMENT #DIV/0!		

BARTENDER NAME:	SIGNATURE OF RECEIPT:	TOTAL STAFF 0	ENTITLEMENT #DIV/0!		