

STANDARD OPERATING PROCEDURE	CODE: CF - 008		PAGE: 1 of 3
	EFFECTIVE:		UPDATE NO.: 0
	INITIATED BY: PRIMA CONSULTANT CO., LTD.		DEPT./SECTION:
	REVIEWED BY:		
	APPROVED BY:		
	SUBJECT:		BANQUET BEVERAGE CONTROL

OBJECTIVE:

To ensure the standard beverage service methods are being followed by the Banquet Department

POLICY:

1. A Banquet Requisition and Return Report must be accurately prepared and maintained for each banquet
2. If there is a large difference between the potential beverage sales and actual beverage sales, the cause should be investigated.
3. Beverages not consumed at the end of the function must be returned to store

PROCEDURE:

1. Beverage arrangements for banquet are usually four types:
 - **By order:** applies to small banquets where each guest orders their beverages at the time of the banquet.
 - **Budgeted menu:** the menu (and quantity) for the beverages to be served has been pre-determined, depending on the customer's budget. Prior approval from the banquet organizer must be received before serving beverages not included in the menu or accepting additional beverage orders.
 - **Flat rate:** the price remains constant irrespective of the consumed volume within the agreed menu.
 - **Cash bar:** the banquet organizer does not make any beverage arrangements, each participant ordering and paying individually for his beverages.
2. For each banquet, a Banquet Requisition and Return Report should be prepared by the Banquet Manager mentioning:

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- Name and date of function
 - Service station (if more than one temporary dispensing bar is setup)
 - Event order number
 - Reference and description of items issued to each station
 - Unit of measure of items served
 - Quantity issued to each bar and any subsequent issues after the initial setup
 - Quantity returned by each station at the end of the event
 - Net quantity consumed by the event (issue – return) (a)
 - Unit selling price of each items (b)
 - Actual sales (a x b)
 - Unit cost to be filled in by the Cost Controller (c)
 - Total cost (a x c)
 - Unit potential sales: the potential revenue of the item if sold at the full selling price (d)
 - Total potential sales (a x d)
3. The bartender at the banquet bar must prepare the beverage for each banquet according to the Banquet Function Sheet. The prepared beverages must be recorded under the Issued column of the Banquet Requisition and Return Report, except for small banquets when order vouchers similar to those of a restaurant are used. When a permanent banquet bar does not exist, beverage should be issued directly from the main store and returned to the main store at the end of the function.
4. Once the banquet has finished, the remaining beverages must be checked, the net consumed amount and actual sales calculated. The Bartender must sign the issuing and returning of the beverages. The person in charge of the banquet bar is responsible for preparing the beverage sales records and an invoice will be prepared and posted by the Cashier accordingly.

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5. The Cost Controller will review the actual sales calculation of the report sent from the banquet bar, enter the cost of each item and calculate the total cost as well as the potential sales amount. The difference between the calculated potential sales amount and the actual sales is used to adjust the banquet bar's potential sales amount. The cost is compared against the banquet's potential cost. For flat rate banquets, it is used as reference information when establishing the future selling price.
6. If there is a large difference between the potential beverage sales and the actual beverage sales, the cause for the difference should be investigated.
7. Unlike restaurants, banquets do not necessarily have any trends and are rather affected by the type of events such as wedding receptions and cocktail parties. Accordingly, monthly banquet target beverage cost should be determined by referring to the previous year's actual beverage cost results and the tendency indicated by the menu sales analysis.

Chief Accountant

Date

Financial Controller

Date

Director of Finance

Date