

DRAFT

Rotary Yolo County Beer Booth Procedural Manual

(Thank Dean, this is 95% his work)

Fair opens at 5pm Wednesday, noon on Thurs to Sunday.

We need to be ready 30 minutes ahead of that. Closing time for ticket sales 10:30pm and stop serving at 11pm.

BBC Responsibilities (note: ticket sale close at 10:30pm, beer service at 11pm)

- a. Burgermeisters: Shaun Morrow-W. Sac
 - b. Comparison with prior year and selection, ordering (brand/number of kegs) for this yr
 - c. Coordination/scheduling trailer(s) and deliveries.
 - d. Returns after the fair, final invoice
2. Wine guru
 - a. Selection (Ken Wilson)
 - b. Ordering (estimate 24 cases, 2 reds (10cases) and 2 white (14 cases))
 - c. Storage
 3. Compost/recycle Fred Conte drink glasses (beer wine)??
 - 4.
 5. Al Aldrete-Wdld Sunrise:
 - a. ABC permit with attendant paperwork
 - b. Cash management and daily record beginning/ending ticket numbers on each roll.
 - c. Daily keg and wine bottle count (open containers)
 6. Jeff Kowes Davis noon:
 - a. entertainment liaison with Marty. (see Dean's concerns, attached)
 7. Joe Muller-Wdld Luna Vista:
 - a. lead person for the beer booth setup before, and take down after the fair. Needs a team of _____



- b. daily, insure proper setup/supplies, limes/oranges/towels for each day, and close up at night during the fair.
 - c. will oversee the keg tapping operation, training others to assist.
- 8. “Day Supervisors” present/available for each day of the fair (may need to train folks).
- 9. Need “Shift Leads” person present whole time for each shift.
- 10. Secretary (minutes, membership list,)?? 2nd set of eyes ...
- 11. Scheduling slots for fair Gretchen Peralta. Attendance tracking??
- 12. Vicki Faye, Wld Sunrise-Treasurer (Lynn Jepsen Wld Sunrise, accountant)
 - a. Vicki can be the Rotary eyes on counting the money mornings after the fair (at bank)
 - b. Do the financial reports
 - c. Lynn will do the data entry.
- 11. Gary Holman-prep the ticket booth, change out AC, maybe insulate walls, ceiling?

Committee responsibilities

- At least 60 days before the fair order the beer tickets from the fair. They will place the order and bill us for them
 - We have approximately 3 rolls (2000 tickets per roll) of the pink (\$5) and the same of the green (\$6) left after 2018. I suggest we order 6 rolls of each color for 2019. Best to have more than needed because we never want to run out
- The fair will send us a notice of intent to continue the beer both usually at least 60 days before the fair. This needs to be signed and returned to them along with a check for electrical charges (\$125)
- At least 30 days before the fair
 - Request a letter from the fair authorizing Rotary to sell beer at the fair
 - Take this letter along with an ABC temporary beer permit request to the Yolo County Sheriff office to have them sign off on our request
 - Take the completed forms to the ABC office on Del Paso Blvd in Sacramento (I prefer to take these in so there is no question about their being received) We apply for a beer and wine permit, cost \$50 day so \$250 for the permit application. The ABC will then issue a permit which can be picked up after they notify us. I prefer this was instead of mailing.
- Insurance requirements
 - We are required to have a certificate of insurance issued and a copy sent to the fair
 - Request a copy of a contract from the fair to operate the beer booth
 - Email the contract to the Rotary International insurance contact along with the special wording for additional insured that is required by the Fair
- Apply for a Health Department Permit to operate the booth. We are on file as a non-profit with them so we will not be required to pay any fees. The main issues with the health department are:
 - No processing of product outside of an appropriate kitchen

We cannot cut up the limes and oranges in the booth, we can have someone do this at home and bring prepared product in zip locks

- There must be a hand washing station at the booth
 - Warm water in a jug, soap, towels and a waste bucket under the spigot
- Side note, the towels need to be washed every evening if possible, if not they can mold and become unusable
- Approximately 45 days before the fair, review the schedule from last year and make any adjustments as needed from past experiences
 - Since some clubs have more members and different demographics I have adjusted the scheduling to reflect those differences
 - Send the schedule out to the club contacts for completion
- Joe Muller has been the lead for setting up the beer booth area the Sunday before the fair.
 - He stores the booth equipment at his farm in a Rotary Container
 - He also orders the limes, oranges, water etc
- Gary Holman handles the portable light unit needed and coordinates the preparation of the ticket booth, and placement, and return to storage, after the event.
- Ronnie Gedatus is my contact for Bogle wine each year
 - She can help with quantities
 - We have many requests for a sweet wine which they don't carry
- Burgermeister: Shawn Morrow West Sac.
 - Mario Muniz, Special Events Coordinator from DBI is the current contact for the beer. Mario.muniz@dbibeverage.com 916 826 8958
 - Pick the beers/micro brews in addition to Coors Light (biggest seller, almost half of kegs sold) and Blue Moon (second biggest seller) Deschutes came in a strong third
 - He will need a copy of the ABC permit to process our order
 - Beer cups and wine cups
 - Cups from DBI are expensive and were a problem this year. They stuck together

- Restaurant supply had the best price on cups 14 oz but we need to order in advance as we use about 20,000.
 - Wine glasses need to be 7 oz. Found these at Smart and Final
- Before the fair opens we need to collect the beer tickets from the fair and order parking passes. I usually get 5 passes Cost \$20 each
- The beer booth needs to be opened up about 30 min before fair time
 - Wed 4:30
 - Thursday-Sunday 11:30 am
 - The opening tills and tickets need to be set up at this time
- Closing time for ticket sales is 10:30 pm and beer sales end at 11 pm
 - Money needs to be collected at this time
 - Through out the fair there needs to be regular drops as money collects in the ticket booth.
- Procedures for handling money and fair reports
 - Sometime before the fair starts we will need to get a start up till
 - 2018 I started with \$500 in \$1, \$500 in \$5 and \$500 in \$10
 - I added \$2000 on Friday before the weekend \$1500 in \$1 and \$500 in \$5
 - Change total will need to be adjusted as needed and may need to be adjusted if the price changes
 - Each evening or no later than the next am we need to file a keg tapped number and wine count with the fair. I did this by scanning and emailing the report each evening
 - Once a keg is tapped we have to report it
 - We also need to report the number of wine bottles opened each day
 - At 10:30 pull all the funds and count at the fair office if permitted or set up a time for the next day to process
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- Someone from the core Beer committee needs to be present for most of the operating time, especially at shift change, that is when policies seem to change.
 - Policies that should not change
 - Pink tickets are \$5, green tickets are \$6
 - We do not need to wristband everyone only those that look like there is a question as to age

- We only tag Rotary Beer tickets at our booth, every year we may take several hundred dollars of the incorrect tickets if we don't keep an eye on it
 - No alcohol consumption is allowed for volunteers in the booth
 - This seems to come up every year, someone has to be the heavy to enforce this, it has the potential to affect our permit. It may be a long shot the ABC will actually show up, but we should always adhere to ABC guidelines
 - This year I received a notice from the fair regarding ABC conditions in particular drinking in the booth
 - Change should not be sold to other booths unless we actually have excess
- Sunday is always a challenge to determine when to tap the last kegs. Currently each keg tapped costs us \$200 for the fair and about \$150 for the beer so since each keg serves about 150 beers, we need to sell about 70 beers to break even once tapped.
- Sunday evening it is very helpful to have volunteers standing outside the beer booth selling \$5 tickets, this helps keep the lines moving
- After the fair it is necessary to review the DBI bill and the bill from the fair and issues checks
- The Beer booth accounts are currently coordinated with the Rotary Club of Davis for our non-profit status. This can change
 - Virgil Smith has handled our tax income tax reports so he will need a copy of the Beer Booth Report before the end of the year. If the previous note changes a new accountant will need to be designated
- January 31st the sales tax report is due. This can be done online and paid by an EFT payment or mailed in. The current sales tax rate is .0725. Since the Fairgrounds are on state property, sales are not subject to a district tax for the city of Woodland. Sales tax is determined by taking the gross sales figure from beer sales dividing that figure by 1.0725. That will give you the net sales figures after the sales tax has been deducted from the gross. Multiplying that figure by .0725 will give you the sales tax due amount.

Adding the net sales and the sales tax should equal the gross sales for the event.

Rotary resale permit number is 100514792 express login is f269462h this may have changed when they upgraded the site