



# Waldringfield Sailing Club

## Guidelines for arranging and costing catering in the Clubhouse

May 2018

### Guiding Principles

- We encourage members to make use of the Clubhouse.
- Social events do need to make a financial contribution to cover the running costs of the Galley and the Clubhouse.
- A financial contribution to the running of the Club should be built into ticketing prices. The event should plan to make a contribution of 15% of the catering cost to the Sailing Club.
- The event organiser may hire the services of our regular caterer(s) or (subject to approval from a Flag Officer) another suitably qualified caterer, or arrange the cooking amongst suitably qualified members.

### Two Pricing Models

There are two recognised pricing models: the first is simpler for an occasional or first-time event organiser; the second is more suited to regular Club-run events run where pricing can be based on experience.

In both cases, you may wish to build additional costs into your event ticket price to raise further funds for the Club, or to cover other expenses you incur (such as entertainment or decorations).

#### **Model 1: Catering costed on a per-head basis**

For this model you simply agree with the caterer a cost per head for the provision of the food. The budget will vary depending on your requirements: you might decide a low cost is essential; on another occasion you might choose to budget more for a more sophisticated meal.

You should also clearly establish whether the caterer's price includes the 15% "Galley-use levy", or if you need to add this yourself. Our regular caterers will be encouraged to include this levy within their pricing.

## **Model 2: Catering costed on time and ingredients**

This model is used for many of our Club events: the ingredients are paid for and the Chef is paid an agreed fixed price for their services.

You should agree with the Club Chef the target budget per head for ingredients, based on your requirements

Deciding upon a ticket price is more difficult in this model, as the exact costs are not known up-front. Consequently this model is more suitable for regular events where the organiser can use previous experience to decide a price based on expected sales.

In this case, the Club risks making a loss if fewer tickets are sold, but a larger surplus if sales are higher than anticipated.

### **Step-by-step guide**

The key steps to take when organising an event include:

1. Contact the Club Secretary ([secretary@waldringfieldsc.com](mailto:secretary@waldringfieldsc.com)) to check whether the Clubhouse and Galley are available, and to agree a booking. If it is not a Club event, there will be a charge for using the Club. If the event is open to Club members, ask to have it included in the online Club calendar.
2. Contact the Galley Secretary ([galley@waldringfieldsc.com](mailto:galley@waldringfieldsc.com)) to discuss your catering requirements. The Galley Secretary will put you in touch with one of our regular caterers if that is appropriate, and help you meet your catering needs.
3. Bar: if you want to use the bar, make sure that you have one or two people to run the bar who are familiar with how it works (if unsure how it works please speak to the Rear Commodore - [rearcommodore@waldringfieldsc.com](mailto:rearcommodore@waldringfieldsc.com)). Please note that our licence does not permit paid help. Also liaise with the Bar Manager (via the Club Secretary) to ensure there is sufficient stock for your needs.
4. Contact the Club Secretary or a Flag Officer to make sure that you have access to the Clubhouse before the event and that someone will be available to lock up afterwards.
5. Contact the Rear Commodore if you are likely to leave the Club in a state where an extra cleaning of the Clubhouse is required. This must be planned and budgeted for (approx. £50).
6. Organise sufficient people who are prepared to stay behind at the end of the event to tidy up, put everything away and ensure the Clubhouse is left in an orderly state ready for the next activity.

If you have any questions please contact either the Club Secretary or the Rear Commodore – one or both are often in the Club when there is sailing going on.