

LACOLLE & DISTRICT (QUEBEC No.11) BRANCH

HOUSE RULES



BAR RULES

7000: AIM & SCOPE

OBJECT

7010 The purpose of these House Rules are to establish the terms and conditions concerning bar operations and management for the Lacolle & District (Quebec No.11) Branch.

REFERENCES

7020 These rules came into effect on 24 June 2015 and refer to the:

7021 By-laws of the Lacolle & District (Quebec No.11) Branch;

7022 Criminal Code of Canada;

7023 Act Respecting Offences Relating to Alcoholic Beverages (Quebec); and

7024 Lacolle Municipal Bylaws (Règlements Municipaux).

7030 These Bar Rules shall be included in the Branch Rule Book, Section 7, and in the Bar Book.

7040 They must be consulted jointly with the Branch By-laws, Article VII – Finances, and Article IX - Property.

REPEAL

7050 The following former Branch Policy or House Rules concerning bar management are hereby repealed and replaced by these House Rules:

7051 2.1 Liquor & Food;

7052 4.0 Bar Stewards Responsibilities;

7053 5. Free Issues of a Refreshment;

7054 6. Bar Chits & Personal Checks;

7055 7. Sergeant at Arms; and

7056 17. Bar Manager.

BAR MANAGEMENT

7060 The management of the bar is mandated to the House Committee which includes the Bar Manager.

7070 Bar operations and the supervision of bartenders are the responsibility of the Bar Manager.

7100: BAR OPERATIONS

BAR SERVICE

7110 The Bar may only be opened outside normal hours with the authorization of the Branch President.

7120 Bar services are available:

7121 on scheduled days as indicated in the Branch Activity Calendar;

7122 for private activities; and

7123 at the request of the President for unforeseen events.

7130 Bar services may be suspended for:

7131 inventory stocktaking;

7132 meetings;

7133 lack of available bartenders;

7134 during quiet periods; and

7135 during repairs to the Bar or the Legion Hall premises.

BAR HOURS

7140 The bar opening hours are determined by the House Committee and approved by the Executive Committee.

7141 No member may cause the Bar be kept open outside normal bar hours without having obtained the formal authorization from the Bar Manager or the Branch President.

7142 The "Last Call" must be announced verbally by the Bartender fifteen (15) minutes before bar closing time.

7143 A derogation clause must be included in the Legion Hall Contract if it is foreseen to keep the bar open after midnight during private receptions.

7144 In accordance with the Law, the Bar may be open from 08:00 hours (8 AM) to 03:00 (3 AM) inclusively.

BAR SALES

- 7150 The sale of drinks and other consumable items may only be made from the Bar. Branch Bylaws and House Rules, federal, provincial, and municipal laws and regulations will be strictly observed.
- 7151 The Bar Manager shall maintain a Bar Cash Float of \$300.00.
- 7152 Membership dues, raffles or lotteries are not bar sales and shall be controlled and accounted for separately as described in other House Rules.
- 7160 The Bar Manager shall cause to be displayed in a conspicuous place at the Bar, on the Branch Website, and in the Branch Bar Book:
- 7161 A schedule of times when the Bar is in operation (Bar Hours);
- 7162 A list of beverages and merchandise with current prices (Price List); and
- 7163 The liquor license.
- 7170 The pricing of beverages and the merchandise on sale shall be revised by the Treasurer or the Bar Manager who will provide the results of his evaluation to the House Committee.
- 7171 All sales must be made by regular pricing;
- 7172 It is not permitted to offer “two for one” specials or to sell at reduced prices in order to augment sales; and
- 7173 Notwithstanding Rule 7172, the President may authorize sales at reduced prices in cases where certain merchandise necessitates a rapid liquidation to avoid loss.

RESTRICTIONS

- 7180 No one may bring into the Legion Hall or onto the Branch premises any food or beverage items which are on sale and available at the bar. Such practices are contrary to the Law and harm bar sales and Branch finances. A prepared meal may not be consumed on the Branch premises whenever a meal is being served as part of a Branch function but may be consumed on the premises provided that meals are not being served and then only if the same food and beverage items are not on sale and available at the bar.

CREDIT SALES

- 7190 Credit sales are forbidden. Bar credit sales weaken internal control of bar operations and may lead to expensive losses being experienced. The following rules shall be followed:
- 7191 Bar sales will be on a cash basis only;
- 7192 Payment by cheque is not permitted for bar sales;
- 7193 The operation of an “Honour Bar” is strictly forbidden;
- 7194 Bar credit sales through the use of “Bar Chits” or “Promissory Notes” are forbidden; and
- 7195 The President has the privilege of a “Bar Card” with a fixed monthly expense limit of \$50.00.

7200: ALCOHOL

POLICY

7210 All Branch Officers are responsible for the proper use of the Legion Hall premises destined for the encouragement of socialization among the members and their guests. The consumption of alcohol must be kept at a reasonable level and must not be encouraged in any way.

ALCOHOL CONSUMPTION

7220 Alcoholic beverages may be bought or sold by those persons who are authorized to do so by Law and under license. The following rules for alcohol consumption must be observed:

7221 The consumption of alcoholic beverages by persons who are under the legal age to consume them, that is to say less than eighteen (18) years of age, as well as the distribution of alcoholic beverages to these persons is forbidden by law;

7222 The sale of alcoholic beverages may be refused to a person who adopts aggressive or threatening behaviour, especially a person who is intoxicated or on the point of becoming so;

7223 No beverage other than that provided under license from the Bar shall be consumed or sold on the Legion premises, and it is forbidden to consume any alcoholic beverage sold at the Bar outside of the Legion Hall on Branch premises.

7224 Bartenders shall not consume alcohol prior to and during their duty shift at the Bar.

FREE ISSUES

7230 Free issues must be strictly controlled. By custom and tradition, the President may offer a single beverage to:

7231 an official guest or visiting Legion Officers during an official activity;

7232 a first-time visitor as a welcoming gesture;

7233 a newly initiated member, a transferring member, or a reintegrated member;

7234 the members of the Flag Party after official ceremonies held outside the Branch;

7235 the members of a work party and those working on Remembrance Day; and

7236 the Piper, the Chief Cook, the Maître 'D, and the Bandmaster at official dinners.

7240 Notwithstanding Rule 7230, in order to avoid losses through waste, wine or liquors purchased for a particular reception at the Branch which remains afterwards may be distributed to the members as a free issue. Because it has already been allocated by the Branch for this purpose and already paid for through an assessment for an event it shall be recorded at no cost. However, such a free issue must have the authorization of the President of the Branch.

PRIVILEGE

- 7250 Only the Branch President has the privilege of offering official guests a free issue at Branch expense.
- 7251 The Vice President, or the Immediate Past President may only exercise this privilege in the absence, in the name of, and by the authorization of, the President. No other member may exercise this privilege in the name of the President or a Past President;
- 7252 Branch and other Legion members or their guests may not receive any beverage as a free issue from any unauthorized person. Any member having usurped this privilege shall be subject to disciplinary measures and must be held responsible to reimburse the entire expense resulting from the free issue at sale price; and
- 7253 The Bartender shall maintain the Branch President's "Bar Card" to record free issues of beverage and merchandise. A fixed maximum monthly sum may be expended for this purpose only if the Branch has the means to do so.

BREAKAGE & SPOILAGE

- 7260 To maintain adequate control, all breakage and spoilage shall be recorded and accounted for through the use of a Breakage & Spoilage Voucher. All such vouchers shall be approved by the Bar Manager and the House Chairman. Free issues will not be hidden as breakage or spoilage. Merchandise about to expire may be made a free issue. Expired items must be disposed of.

7300: SECURITY

BAR ACCESS

- 7310 Access to the Bar must be strictly controlled. Only the person responsible for the merchandise should have access to the Bar at any time. The House Committee will determine who may have access to the Bar to work there under the supervision of the Bar Manager.
- 7320 Only the Bar Manager and the Bartenders are authorized to have access to the Bar. Bar keys and the access code shall be issued to the Bartenders. The Bar Manager shall hold all the necessary keys for bar operations.
- 7330 During inventory stocktaking and cash counts only those persons authorized by the President or the Bar Manager, may have access to the Bar for stocktaking, usually the Bar Manager, one (1) Branch Officer, and one (1) Trustee. The person responsible for the merchandise must be present for the entire stocktaking.

BREACH OF SECURITY

- 7340 If it is discovered that there has been an obvious theft or a break-in at the Bar this shall be reported to the Police immediately. The Bar Manager, the House Chairman and the President of the Branch shall be informed without delay.

LEGION HALL CONTRACT

7350 Legion Hall Contract forms and current contracts shall be kept in the Bar Book. The Bar Manager may receive Legion Hall contracts but shall pass them on to the House Committee for approval.

7400: TERMS OF REFERENCE

DUTIES & RESPONSIBILITIES

7410 The Branch President shall see to it that bar personnel receive all the instructions concerning their duties and responsibilities allocated to them. In accordance with the Law and these Bar Rules the President shall provide terms of reference for all bar personnel.

7420 Bar personnel are volunteers and shall receive no salary, bonuses or remuneration. The Branch shall not hire employees. Bartenders may receive tips at the Bar.

7430 For normal operations and small groups, the Bar Manager and the bartenders are authorized to act as Sergeant-at-Arms when the Sergeant-at-Arms is not present. Large groups will require a Sergeant-at-Arms who is not tending the Bar.

7440 Branch officers may serve as a volunteer bartenders at the bar if there are no other volunteer members.

7500: CERTIFICATION

AUTHORITY

7510 These Bar Rules form part of the House Rules of the Branch and are hereby certified by the affixed Seal of the Branch and the signatures of the President and the Secretary of the Branch. They come into effect immediately. Members who fail to abide by them risk disciplinary measures.

Pierre Pellerin, CD
President

Karl Morel, CD, BA
Secretary

ANNEXES

- A Terms of Reference: Bar Manager
- B Terms of Reference: Bartenders
- C Spoilage & Spillage Voucher
- D Inventory Stocktaking Sheet
- E Bar Price List
- F Bar Card
- G Bar Operating Hours

(Seal)

ANNEX A

TERMS OF REFERENCE

BAR MANAGER

A100 The Bar Manager is responsible to the House Committee. Other than the obligations that the Law, and the present rules impose, the Bar Manager shall:

- 101 provide bar services, supervise and instruct the members who work as volunteer bartenders, establish work schedules and post duty rosters for bartenders, and keep the Bar Book up to date;
- 102 participate in the bar inventory stocktaking at the end of each month;
- 103 verify and countersign the Presidents' Bar Card and all other vouchers;
- 104 establish bar procedures for service, hygiene, cleaning, waste disposal and cash accounting;
- 105 order merchandise and bar supplies, and sign purchase orders and merchandise invoices as evidence of receipt of goods and request cheques to pay for them;
- 106 receive, account for, and ensure the safekeeping of merchandise, bar supplies and cash;
- 107 maintain and control the Bar Cash Float;
- 108 inspect the bar and kitchen areas regularly, observe the Law in regards to the serving of alcohol and apply the rules concerning cleanliness and hygiene in the bar area; and
- 109 see to safety and security in the Bar & Kitchen area.

A200 The Bar Manager may also serve as a:

- 201 Bartender in accordance with the Terms of Reference for bartenders; and
- 202 Sergeant-at-Arms when the Branch Sergeant-at-Arms is not present.

A300 The Bar Manager shall perform all other bar related duties that may be detailed by the President or the House Chairman of the Branch.

CERTIFICATION

I certify that I have read and understood my terms of reference as detailed above.

(Name & Signature of Member)

ANNEX B

TERMS OF REFERENCE

BARTENDERS

B100 A bartender is a volunteer member who is responsible to the Bar Manager. Other than the obligations that the Law and the present Bar Rules impose, they shall follow all bar procedures and instructions and faithfully and honestly carry out their duties and responsibilities in accordance with the Law and as directed by the Bar Manager.

B200 At the beginning of a shift the Bartender shall:

201 empty the dishwashing machine;

202 count the Bar Cash Float and help the Bar Manager do the monthly stocktaking; and

203 consult the Bar Book for new instructions.

B300 During a shift the Bartender shall:

301 provide service at the bar;

302 operate the bar cash register and account for all cash, cheques and the Bar Cards;

303 observe the rules concerning discipline, cleanliness and hygiene in the bar area;

304 wear appropriate Legion Dress at all times when bartending;

305 carry out the duties of a Sergeant-at-Arms when required; and

306 see to safety and security of the Bar & Kitchen area.

B400 At the end of a shift the Bartender shall:

401 remove all glasses and bottles from the tables, place glasses in, and start, the dishwashing machine;

402 ensure that all the doors and windows are locked and then deposit the surplus cash, vouchers, cheques and Bar Cards in the designated place for safekeeping;

403 turn down the heat or turn off the air conditioner according to the season;

404 take out the garbage and recyclables, and transfer the beer bottles out to the shed; and

405 restock the refrigerator and merchandise racks.

B500 The Bartender shall perform all other bartending duties that may be detailed by the Bar Manager.

CERTIFICATION

I certify that I have read and understood my terms of reference as detailed above.

(Name & Signature of Member)

ANNEX C

BREAKAGE & SPOILAGE VOUCHER

LA LÉGION ROYALE CANADIENNE



THE ROYAL CANADIAN LEGION

**Lacolle & District
Filiale (Québec No.11) Branch**

BREAKAGE & SPOILAGE VOUCHER

Indicate use as a: Breakage <input type="checkbox"/> Spoilage <input type="checkbox"/> Free Issue <input type="checkbox"/> Date: _____			
(Justification)			
Description	Quantity	Selling Price	Total Amount
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
TOTAL:			\$

Completed by Bartender: _____ Signature: _____ Date: _____

Verified by Bar Manager: _____ Signature: _____ Date: _____

Posted by Treasurer: _____ Signature: _____ Date: _____

ANNEX E

BAR PRICE LIST & PRICE CHANGE VOUCHER

LA LÉGION ROYALE CANADIENNE



THE ROYAL CANADIAN LEGION

**Lacolle & District
Filiale (Québec No.11) Branch**

BAR PRICES

Stock Item	Unit of Sale	Unit Cost	Selling Price	New Price	Price Increase
DRINKS					
Beer:	Bottle	\$	\$	\$	\$
Liqueurs:	Shot	\$	\$	\$	\$
Hard Drinks:	Shot	\$	\$	\$	\$
Hard Drinks w/mix:	Glass	\$	\$	\$	\$
Wine:	Glass	\$	\$	\$	\$
Soft Drinks:	Can	\$	\$	\$	\$
Water:	Bottle	\$	\$	\$	\$
Tea & Coffee:	Cup	\$	\$	\$	\$
Juice:	Carton	\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$
CONSUMMABLES					
Chips & Nuts:	Bag	\$	\$	\$	\$
Chocolate:	Bar	\$	\$	\$	\$
Pickled eggs:	Each	\$	\$	\$	\$
Pickles:	Each	\$	\$	\$	\$
Meat sticks:	Bag	\$	\$	\$	\$
Popcorn:	Bag	\$	\$	\$	\$
		\$	\$	\$	\$
		\$	\$	\$	\$

Markup: ____ %

Date of Price Change: _____ Date posted to ledger: _____

President's Signature: _____ Bar Managers Signature: _____

Auditors Signature: _____ Treasurers Signature: _____

ANNEX F

PRESIDENTS BAR CARD

LA LÉGION ROYALE CANADIENNE



THE ROYAL CANADIAN LEGION

**Lacolle & District
Filiale (Québec No.11) Branch**

BAR CARD

Event or Activity: _____

Day: _____ **Date:** _____ **Month:** _____ **Year:** _____

ITEM	AUTHORIZATION	QUANTITY	COST	TOTAL	BARTENDER
(Inventory)	(President's Signature)	(Number of items)	(Per item)	(Total cost)	(Name)
Beer:	<input type="checkbox"/>		\$	\$	
Liqueurs:	<input type="checkbox"/>		\$	\$	
Hard Drink:	<input type="checkbox"/>		\$	\$	
Soft Drink:	<input type="checkbox"/>		\$	\$	
Water:	<input type="checkbox"/>		\$	\$	
Other:	<input type="checkbox"/>		\$	\$	
Remarks:			Total:	\$	

INSTRUCTIONS

A Bar Card must be completed by the Bartender for each daily activity. The President must authorize the items for issue by checking the box and sign in the authorization column. At the end of the activity the President must sign in acknowledgement of the expenses incurred. The Bar Manager must sign to certify that the Bartender has correctly completed the Bar Card.

Each Bar Card must be verified as part of the Monthly Bar Inventory Stocktaking and countersigned by the Trustee doing the stocktaking. The Treasurer must sign to certify that the expense has been posted to the Bar Ledger / Books of Account and that it is within budget restrictions for the month.

Date of stocktaking: _____ Date posted to the Ledger / Books of Account: _____

President's Signature: _____ Bar Managers Signature: _____

Auditors Signature: _____ Treasurers Signature: _____

ANNEX G

BAR OPERATING HOURS

LA LÉGION ROYALE CANADIENNE
Filiale (Québec No.11) Lacolle & District



THE ROYAL CANADIAN LEGION
Lacolle & District (Quebec No.11) Branch

14, Laramée, Lacolle, QC, J0J 1J0 www.legion-11.org 450-246-2394 info@legion-11.org

HEURES D'OPÉRATION DU BAR
(Heures d'ouverture estivale ou régulières)
En vigueur le 00 mois 2000

BAR OPERATING HOURS
(Summer or Standard Bar Hours)
Effective 00 month 2000

Dimanche
13h00 à 20h00

Sunday
1 PM to 8 PM

Lundi
17h00 à 22h00

Monday
5 PM to 10 PM

Mardi
16h00 à 20h00

Tuesday
4 PM to 8 PM

Mercredi
16h00 à 20h00

Wednesday
4 PM to 8 PM

Jeudi
13h00 à 20h00

Thursday
1 PM to 8 PM

Vendredi
13h00 à 22h00

Friday
1 PM to 10 PM

Samedi
13h00 à 22h00

Saturday
1 PM to 10 PM

Signature

(Nom / Name)

Gérante du Bar Manager

Signature

(Name / Nom)

Régisseur / House Chairman