

Food & Beverage Procedures

Membership Check-In

All members are asked to **check-in upon entering the club** by swiping their membership card in our computer system located at the main lobby reception desk. Members can also give their first & last name to the receptionist to check-in if they forget their membership card. At this time, you will be asked to sign-in your guests (see house rules guest policy). Checking-in to the computer system activates your F&B account, which helps to ensure the accuracy of our F&B charges. If you do not check-in at the front desk the server/bartender will receive a prompt that will not allow them to begin your tab. **Please do not ask the service staff to check you in**, this takes them away from their duties and servicing other members.

Reciprocal Members of other yacht clubs must sign-in as guests, obtain a **Guest Pass** and pay all tabs with credit card.

Starting a Tab

To begin a Food or Beverage tab members are asked to present their membership card to their server or bartender at the start of service. If you do not have your membership card provide first & last name with member #. Please be aware that drinks ordered at the bar will be on a separate tab from food & drinks ordered with your server at a table.

Separate Checks vs Split Checks

Separate Checks- server will put exactly the items you order on your tab and exactly the items other members/guests order on their tab.

Split Checks- total charges divided evenly or by specific dollar amount between multiple parties.

While dining with other YCSIC members or with guests, if you'd like separate checks the server **MUST** be told at the beginning of service you would like "Separate Checks". If you fail to inform the server at the beginning of service that you would like separate checks the server can ONLY provide a split check.

Closing a Tab

The server or bartender will present you with two (2) itemized copies of your tab, please review the tab right away for accuracy. Once you determine the tab is accurate you have two options for payment;

- 1) **Food & Beverage**- To apply your tab to your F&B account put a check mark on the line at the bottom that indicates F&B charge. Sign one copy, **print name legibly underneath** and retain the second copy for your records.
- 2) **Credit Card**- When closing your tab with a credit card **do not** sign the initial itemized check presented, simply place credit card in server book and hand back to server to run card. The server or bartender will run your credit card and present you with two (2) copies of a credit card authorization receipt for you to sign. A copy of the initial itemized receipt will be stapled to the credit card authorization receipt. Sign one copy, **print name legibly underneath** and retain the second copy for your records.

If a guest would like to pay a food or beverage tab, they must do so with a credit card. At the bar guests will be asked to present their **Guest Pass** (obtained at main lobby reception desk) and must leave a credit card with bartender when starting a tab. Guests who wish to pay at a table simply provide server with the guest's credit card.

If a member leaves without paying a tab, then the server/bartender will add 20% gratuity and apply charge to the member's F&B account. If a guest leaves without paying a tab or there is an error processing a guest credit card, the tab will be closed to the member's F&B account.

Cashless System

The Club does not accept cash for payment of Food or Beverage charges. Our cashless system is in place as a tool to help prevent non-members from entering the club unaccompanied by a member. *Server & bartender gratuity may still be left in cash. Since we are a cashless system, leaving cash for payment may result in confusion on what was intended to be gratuity for the server/bartender.

F&B Statements

The club will send out F&B statements the beginning of each month. We ask that all payments be made within 15 days of the statement date. Payments made after 15 days are subject a \$25 late fee. We have increased our F&B cap to no more than \$1,500. Once you reach this limit you will be asked use credit card at the club until the outstanding balance has been paid. F&B statements can be paid by check, automatic ACH withdrawal, or credit card. Members have the option to store credit cards on file to allow for online bill pay. Credit cards must be captured on your account in person or over the phone prior to using online bill pay. Please contact Jim Collins 609-263-7282 to set-up ACH or capture card on your account.