

BAR HOST INSTRUCTIONS JUNEAU YACHT CLUB

1. The **Dinner/Bar Host Committee Chair** schedules the Bar Host following the liquor license requirement that bartenders be trained in serving alcohol and possess a current TAP card.
2. The **Bar Host** chooses the drink special and determines the ingredients in the special and the amount needed. Check the inventory of items stocked in the bar closet. The Bar menu is on the Club website under Publications at www.juneauyc.org.
3. The **Bar Host** may obtain special ingredients or ask the **Quartermaster/Newsletter Editor** to provide them. If you wish to provide them and to be reimbursed, be sure to keep all receipts and give them to the **Treasurer** or money handler. If you prefer to donate them, thank you for the donation! **Keep in mind that expensive, special ingredients should be refrained from purchasing for weekly special drinks.** We only have so much space for liquor storage and charge a nominal fee for drinks. If there is a question about a special ingredient needed for a weekly special, please contact the **Dinner/Bar Host Committee Chair**.
4. The **Bar Host** gives the drink special information to the **Quartermaster/Newsletter Editor** by Sunday noontime so that it can be included in the newsletter regarding the upcoming event.
5. On Tuesday evening, the **Quartermaster/Newsletter Editor** will send an email with the number signed up for dinner. For Socials, you can assume that approximately 20 to 45 people will be attending. Generally, one **Bar Host** will be scheduled for Socials although, if over 45 are signed up, you may wish to ask a friend or acquaintance that has a TAP card on file to assist.
6. For Quarterly Dinners, at least two **Bar Hosts** may be needed. The **Bar Host** is encouraged to ask a friend or acquaintance to assist. Remember that helpers must have a TAP card on file to serve alcohol or be behind the bar (near alcohol) according to state regulations. Also, **no Members** are allowed behind the bar, including the bar closet, unless it is the **Money Taker** retrieving items needed to sell and record chips or a Member with a TAP card on file helping the **Bar Host**.
7. **Bar Hosts** and helpers are each entitled to 2 free drinks and 1 free dinner.
8. Social Dinner hours are 5:00 pm to 7:00 pm with a last call at 6:45 pm.

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Quarterly Dinner and Christmas Dinner hours start at 5:00 pm with a last call at the discretion of the **Bar Host**. The **Bar Host** should plan to be at the Club **by at least 4:30 pm and be prepared to start serving on or before 5 pm.**

9. Access to the building can be arranged by texting the **Quartermaster/ Newsletter Editor** who can immediately disarm the alarm system and unlock the kitchen, pantry and entry door and liquor closet remotely.
10. **Non-members** may not attend JYC sponsored events where alcoholic beverages are served unless they are registered guests of a **Member** who has agreed to host them. **Club Members** are responsible for having their guests sign-in, upon entry, in the guest book in the bar area with the **Member** host identified.
11. Alcoholic beverages may not be purchased directly from the **Bar Hosts**. **Bar Hosts** may only serve alcoholic beverages to **Members** in exchange for JYC drink chips.
12. **Guests** or the public may **not** purchase drink chips, order drinks, or use drink chips to receive alcoholic drinks directly from **Bar Hosts**. **Club Members** may obtain alcoholic drinks and gift them to their **Guest(s)**.
13. For both **Socials and Quarterly Dinners**, drink chips are sold by the **Treasurer** or money handler only to **Members**. (Sodas, club soda and tonic are free of charge to **Members** and their **Guests**.)
14. For **Special Occasion Events** where wine is to be included in the dinner cost and consumed during the dinner, **Members** must buy the dinner tickets (which include the purchase of the wine) for themselves and for their **Guests**. Only **Members** (not **Guests**) may obtain glasses of wine from the wine bar or regular bar. Members may then gift glasses of wine to their **Guests**. All bottles or carafes containing wine must remain at the wine bar or regular bar and may not be taken to the dinner tables or other areas.
15. The **Bar Host** accepts chips in exchange for alcoholic beverages and places the chips in a container for counting at the end of the event.
16. No **Member** under 21 may purchase drink chips. The **Bar Host** may need to ID individuals to assure they are at least 21. The **Bar Host** is responsible to ensure that **Members** and **Guests** under 21 do not consume alcoholic beverages at the Club.
17. **Bar Hosts** on duty for an event cannot host a **Guest** at that event. They must

find another **Member** to host such invitee as the other **Member's** own **Guest**.

18. Alcoholic beverages cannot be sold for consumption off premises and may not be consumed outside of the perimeter of the building and deck. All prepackaged alcoholic beverages must be opened and caps discarded by the **Bar Host**.
19. Only **TAP Card Holders** invited by **Bar Host** may be allowed inside the bar and bar closet during events.
20. **Bar Host** should place bar menus on the bar for **Members'** use.
21. Used plastic glasses, bottles (NO CAPS) and other recyclable items should be emptied of drinks and foodstuffs and placed in the **recycle bin**. Others will empty it.
22. Glass bottles (NO CAPS) should be placed in a separate **bag for glass recycle**. Others will empty it.
23. Non-recyclable items (INCLUDING BOTTLE CAPS) should be placed in the **trash bin**. Others will empty it.
24. After the event, the bar surfaces **must** be wiped down with disinfectant wipes. The cutting board, knives and other used utensils **must** be washed with soap and hot water, dried, and **left in the bar closet**. **Be sure to turn off light in refrigerator before closing the bar closet door. Do not leave bar items in the kitchen or the outside bar area. This includes ice scoopers, cocktail shakers and drink special sign.** Renters may take them or they may become lost in the kitchen.
25. If you discover problems with the building, grounds, appliances, etc. please contact the **Quartermaster/ Newsletter Editor**.

Current Positions

Quartermaster/Newsletter Editor: Chris Roust. Text/call at (907-209-8808) or croust@gmail.com.

Dinner/ Bar Host Committee Chair: David V. Kirstien Text/call (916) 717-3243 or dvk.juneau.ak@gmail.com.

Treasurer: Sharon Kelly. Text/call at (907-321-1332) or salysalmon@aol.com

Thank you for volunteering!

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