



Pub Night Guide

2024

Introduction

The social aspect of Pub Nights is an integral part of the club and the club's comradery. The success of these events rests with members who step forward to volunteer their time to host these gatherings. If you have never been a Pub Night Host before, there is plenty of support and experienced hosts to guide you along the way. Pub Nights require at least 4 members participating in order to complete all the tasks as outlined in this guide. The previous 10 hour cap on hours has been removed - each person's hours are credited for the hours worked. If you need ideas or assistance, Moris Strods is available again this year as a pub night mentor and can help with the menu, purchasing and prepping. He can be contacted at mojostrods@gmail.com.

Important note: If for any reason you have to cancel, such as a sudden emergency, please contact the Social Director immediately.

Contact info:

Social Committee Director - David Netherton (social@midlandbaysailingclub.com)

Or call/text to 905-702-4989

Social Committee Member – Shelley Foord (Shelley.foord@me.com) or call/text to 905-703-8878

Pub Night Mentor – Moris Strods (mojostrods@gmail.com)

Logistics

You will need a minimum of 4 people to complete all the tasks required. At the start of the buffet: 2 to 3 on the buffet line to serve and replenish the food and one in the kitchen cooking/assembling food.

If you need additional help please contact the social director who maintains a list of individuals willing to help at a pub night.

For any questions or help please contact our Pub Night Mentor Moris Strods or David Netherton



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Menu

On the Monday before your Pub Night, email your menu to social@midlandbaysailingclub.com which will be forwarded to the membership. Do not include your menu in the body of your email. Create a separate document in word or google sheets and include in your email as an attachment.

Use the following format: Heading - Pub Night Menu with the Date followed by your Menu and then Hosted By: list **all** the members helping with your event.

Budget/Re-imbusement

Dinner expenses are capped at **\$800.00**. **Note: This is not to say you have to spend the total amount!** In the event of a shortfall you will be reimbursed by the club.

SAVE ALL YOUR RECEIPTS! This is important to see that you're reimbursed accordingly. You are responsible for the outlaying of all costs. You will recoup these costs through the sale of each plate.

The Pub Night Cashier will give you the money from the sale of the tickets, which you will sign a receipt for. Pay yourself back from the money collected. Any extra goes to the club using the Revenue Submission Form included.

DO NOT SUBMIT CASH WITH PAERWORK. Enclose a cheque OR E-TRANSFER

The social director will review the expense submissions, tickets and approve any cheque requisition if submitted. Shortfalls will be reimbursed by completing the Cheque Requisition.

Kitchen

BE SURE TO LABEL FOOD IN THE FRIDGE OR FREEZER CLEARLY FOR PUB NIGHT WITH PUB NIGHT DATE AND YOUR NAME. Unlabeled food may be considered available for general use

FYI the oven and cooktop take a little longer to heat up. Give yourself an extra 45 minutes to get the oven up to temperature or pots to boil. There are BBQ's to use if required.

.A screen door has now been installed to keep flies etc. out. Please use it if you have the door open.

Planning the Meal

Contact the Pub Night Mentor if you require any help with menu selection, receipts, purchasing quantities, etc. To avoid being stressed out on the day of your event, plan on having all your food purchased before that day, You can leave your food the day before in the kitchen marked as "PUB NIGHT" if necessary.

Plan on preparing 100 meals for your pub night unless otherwise directed by the social director. If in doubt contact the social director.



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There are no prescribed requirements for preparing your dinner. Past pub nights have included dinner rolls, a salad or two (green, pasta, bean) a main course such as meat loaf, baked chicken, cabbage rolls, tacos, quesadillas, pastas, stir-fry's, on a bun – beef burgers, pulled pork, chicken, meat balls or fish along with potatoes/rice/pasta depending on the meal plus a simple dessert (pie & ice cream, ice cream with toppings & sauce, cakes, cookies) and coffee/tea. Use your imagination and creativity and of course get suggestions from GOOGLE!

During the summer months (July & August) with fewer attending a pub night, consider doing a simpler menu perhaps with a BBQ theme. Plan a meal around food on a bun! (Burgers – beef, chicken, turkey, grilled chicken, pulled pork & chicken, various sausage) along with green salads, coleslaw, potato and pasta salads. **In this regard, from mid July to mid August prepare for 70 unless otherwise directed by the social director.**

Check no later than the day before to confirm there is sufficient coffee, tea, cream, milk, butter, sugar & condiments etc. to host your event. If it is unlabeled it is for club use.

FYI there are 3 chafing dishes and an electric roaster which can be used to keep food warm.

Every grocery store has weekly specials on everything you need. Consider these local businesses when looking for supplies. They can help with determining what quantities of food will be required. Introduce yourself and tell them you're from the Midland Bay Sailing Club. They appreciate our support.

Rawson's Meat & Deli - 27 Main St., Penetanguishene Phone: 705-549-6891 ask for Doug

Meatland - 229 Midland Ave., Midland. Phone: 705-526-9331

Borsa Wholesale - 516 Easy St., Midland. Phone: 705-526-6422 ask for Gord (wholesale produce)

Note: You can phone in your order in advance and they will deliver to the clubhouse at an arranged time.

If you live out of town, Costco is a great place for bulk items such as large bags of salad, vegetables and baked goods.

ON PUB NIGHT 6:00PM

Set up the coffee station in the dining room. There is a chart on the bulletin board in the kitchen giving suggested amounts of coffee to use. (Note: The large percolator can take up to an hour)

Set Up

Put salt/pepper and table numbers on the tables

Put the corresponding table number discs (for calling tables up) in a basket

Put table cloths on the long serving tables and set out butter, chafing dishes, serving spoons etc.

Note: There are disposable drink/coffee cups, paper plates/bowls and plastic cutlery if needed but there are being phased out and will not be replaced. There is also a modest selection of regular china & cutlery if a member needs it.

Put dish soap, scrub brush and dish towel at outside sink for members to wash their dishes after dinner. Remember to bring these items back to the kitchen at closing.



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Dinner is served at 7 P.M.

Begin drawing 2 table numbers at 7PM to keep things running smoothly and efficiently. Speak loudly when calling table numbers as it can be noisy! During the buffet have servers portion out food. It provides portion control and is more sanitary.

Leftover Food

- 1) Try to sell the leftovers to club members in attendance to help cover the expenses. There are plastic baggies in the kitchen
- 2) If there is a quantity of food remaining, estimate the cost and deduct from your expenses and take the remaining food home. (Show amount deducted on form B - Expenses)
- 3) Freeze the remaining food and advise the social director so that it is available for use at a future event.

An inventory of food in the freezer is available from the social director.

End of Night Cleanup

Kitchen

Clean all cookware, plate's, cutlery etc. and put away

Clean Counter Tops

Sweep & Mop Kitchen Floor

Take home all used dish cloths and tea towels for washing. Return before the next Pub night.

Dining Room

Sweep & Mop Tile Floor

Vacuum around Tables

Wipe Table Tops

Bathrooms

Wipe Counter Tops

Sweep Floors

Empty Waste Containers

Check the taps ensuring they have not been left on.

Garbage & Recycle

Using bins at the front gate:

Empty garbage bags in kitchen and dining room (2) and place in garbage bin

Empty recycle bins beside club house.

Report any issues to Peter O'Hara, Director Grounds & Buildings (grounds@midlandbaysailingclub.com or 705-427-6167

Pub Night Cashier

In prior years the host had to provide a cashier to start selling tickets by 6pm.

This took one of member out of the kitchen which could put pressure on the remaining group dealing with getting the dinner ready by 7Pm.

The host no longer has to perform this task as there is now a new position called PUB NIGHT CASHIER.

Club member Susan Rudy has volunteered to be the cashier for 2024.

At the end of the evening the host and cashier will count the cash together. The host will keep the cash as before to pay the food bills, and will sign a duplicate receipt for the cash received, keeping one copy.

This receipt should be submitted with your paper work.



Paperwork and Reports

The social director will provide a package of forms which are to be completed and enclosed in the envelope provided and put in the mail box at the club house **within 7days** following your event.

- 1) Revenue Submissions Part A Cash received from cashier plus cash from selling leftovers
- 2) Revenue Submissions Part B List of expense receipts with details of what makes up the amount less estimated cost of food taken home indicating how club is being reimbursed for excess cash remaining.

Scanned or photocopies are not accepted. Attached all Original receipts
If revenue collected exceeded expenses (no cash please) enclose a cheque payable to Midland Bay Sailing Club or e-transfer. E-transfer Instructions are on the MBSC website site: Member Links – Forms, Application & Payments – In the details message box enter “Pub Night Revenue Submission for (with date)”.

- 3) Cheque Requisition Form - Complete if your expenses exceeded the revenue collected.
- 4) Enclose a copy of your menu.
- 5) Social Event Post Summary Report.

Recap your event providing an overview which helps you share what you experienced, the ideas/areas that worked well and those that didn't and may require attention.

Include in this report the appropriate number of meals prepared and the number of meals served. We are particularly interested in quantities purchased/cooked and what quantities were left over. This info now can be shared with other hosts. Needless to say this excess is paid by the club so adjusting quantities a little helps saves some money which can add up over the season.

NOTE: Work hours will not be approved until all 5 forms are completed and submitted.

Members can check their earned work hour on the website.

Work Hours: Paper chits are no longer used so all hours are submitted online through the website at Member Links, Work Hours Submission.

Prior to 2023, members hosting a pub night had to share a total of 20 hours. In most cases 2 couples hosting a pub night would only earn 10 hours.

This cap has now been removed. Moving forward, full and spousal members working a pub night will now submit their total hours worked. Couples with spousal memberships will now earn at least the minimum of 20 hours as required by the club. Please note that the total hours submitted will be scrutinized to ensure they are reasonable in relation to the service performed. For pub nights, member hours in excess of the 20 should be considered as a donation to the club.



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Forms

**MIDLAND BAY SAILING CLUB
REVENUE SUBMISSION FORM**
(Must be completed for all revenue submissions)

DATE: _____ EVENT: _____

NET AMOUNT: \$ _____

SUBMITTED BY: _____ REVENUE ACCOUNT <i>Social</i>		
Part A: Cash Received from Cashier		
# of guests	Adults _____ X \$15.00 ea = \$ _____ Youth _____ X \$5.00 ea = \$ _____ Child _____ X \$0.00 = \$0.00	Total \$ _____
Details of any other monies received:(i.e. Sale of Leftovers)		\$ _____
Gross Amount Received		\$ _____



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CHEQUE REQUISITION FORM
(Must be completed for all cheques requested)

DATE: _____

CHEQUE PAYABLE TO (be exact): _____

AMOUNT: _____

EXPENSE ACCOUNT (i.e. '5270 Sailing School operations'): _____

SUBMITTED BY: _____

APPROVED BY: _____ (Must be signed by member of Executive)

***Receipts must be attached for expenses claimed.
Check that the total amount of the receipts submitted equals to the total amount claimed.***

<p>Brief Description of Disbursement:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>Treasurer's Use Only</p> <p>Cheque #: _____ Amount: _____ Date: _____</p> <p>G/L account posted: _____</p>



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Pub Night
May. 10, 2024
Post Summary Report
(Note: Hand write or attach a word document)



If you're the last to leave, please turn out the lights and lock the doors.

Thank you.

Basin Sink Washing Protocol

Step 1: Pre-Wash

Before starting the wash cycle in a **3 basin sink**, you should try to scrape off as much food as possible. Give dishes, pots, pans etc a brief rinse, do not keep the dish water running continuously. This will help keep the dish water cleaner, and avoid having to continuously refill it.

Step 2: Washing

The 1st basin is for washing with hot soapy water. You should have a good scrub brush and non-metallic scouring pad on hand.

Step 3: Rinsing

The 2nd basin should be filled with hot water for rinsing.

Step 4: Sanitize

To be thoroughly cleaned, health code requires this last step, which is the sanitize stage. The 3rd basin should be filled with sanitizer mix to ensure bacteria are removed from all surfaces. Ensure the sanitizer is mixed to manufacturers standards. Mixing directions for use are on the container. The dishes should soak in a sanitizer mix for at least one minute.

Tips

Never use your 3 sink basin as a mop or hand washing station.

Do not allow steel or copper pads to be used as they tend to breakdown over extreme use and can create small shavings that are left behind on the "clean" pan.