



# Pub Night Guide

## 2026

### 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. If you have any questions about the guide, please contact the social director.

**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](mailto:social@midlandbaysailingclub.com))

Or call/text to 905-702-4989

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

### 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. Clean up at the end of night can be time consuming so take this into consideration when planning your help.

Under some circumstances, you may need additional help primarily on the day/night of the event to assist with food prep/cleanup etc.

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



## Menu

On the Monday before your Pub Night, email your menu to [social@midlandbaysailingclub.com](mailto: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 and the administrative assistant will make up a poster.

Use the following format: Heading - Pub Night Menu with the Date followed by your Menu and then Hosted By: list **all the member's full names** helping with your event. This is important so we can approve the work hours correctly.

## 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. Expense receipts submitted should not include any personal expenses. Keep them separate

**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 PAPERWORK. Enclose a cheque OR E-TRANSFER**

The social director will review the expense submissions, tickets and approve any cheque requisition when 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

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 director.



## MIDLAND BAY SAILING CLUB

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. Please consider adding a vegetarian option when planning your meal.

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. We now also have a warming oven so you can prepare your food ahead of time and place it on trays in that oven. The warming oven is smaller than a standard oven so adjust the size of your foil pans accordingly.

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. There are now 2 – 55 cup urns available.**

The pub night cashier will start selling chits at 6:00.

### **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. 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.



# MIDLAND BAY SAILING CLUB

## **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**

We have made arrangements to have the leftover food delivered to the women's shelter in Midland after each pub night. There is a supply of ziplock bags and foil pans (for the warming oven) that can be used for transport.

## **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.

## **Pub Night Cashier**

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

This receipt must 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. Please note hosts are not required to buy a meal chit.
- 2) Revenue Submissions Part B List of expense receipts with details of what makes up the amount indicating how the club is being reimbursed for excess cash remaining.

**Scanned or photocopies are not accepted.** Attached all Original receipts as our auditors require original receipts only to verify expenses.

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.

Please include any comments or suggestions you have from the evening which could help future social events.

## Work Hours

**Work hours will not be approved until all 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.

Host and helpers working a pub night will submit their total hours worked **within 7 days** of the event. Please note that the hours submitted will be scrutinized to ensure they are reasonable in relation to the menu provided and services performed.

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

**Thank you.**



**Forms**

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

DATE: \_\_\_\_\_ EVENT: \_\_\_\_\_

NET AMOUNT: \$ \_\_\_\_\_

<b>SUBMITTED BY:</b> _____ <b>REVENUE ACCOUNT</b> <i>Social</i>		
<b>Part A: Cash Received from Cashier</b>		
# of guests	Adults _____ X \$15.00 ea. = \$ _____ Youth _____ X \$5.00 ea. = \$ _____ (10 and under)	Total \$ _____
Details of any other monies received:(i.e. Sale of Leftovers)		\$ _____
Gross Amount Received		\$ _____





MIDLAND BAY  
SAILING CLUB

**MIDLAND BAY SAILING CLUB**

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



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