	Kitchen/ Bar Tab Policy	Date Created: April 17 th , 2016
	Date Approved: May 30 th , 2016	Last Revised: May 15 th , 2016
	Approved by: Board of Directors	Effective Date: June 1, 2016

Purpose

This policy provides the rules and guidelines for issuing and payments of tabs for the kitchen/bar at Clare Golf & Country Club.

Scope


This policy applies to all Clare Golf & Country Club Members and Employees. Daily tabs can be issued to guests of the Club; but will need to be paid prior to their departure that day.

Policy Statement

1. To open a bar/kitchen tab, members or employees will need to fill out the form titled “Kitchen/Bar Tab Agreement” (see Page 2). Copies of this form will be available at the Pro Shop and Bar. Juniors wishing to open a kitchen/bar tab will need a parent/guardian fill out and sign the attached form. Members will be given the option of placing a monthly limit on their kitchen/bar tab.
2. Clare Golf & Country Club will allow kitchen/bar tabs for its members and employees to be paid on a monthly basis. At the end of each month (regardless of the date the bar/kitchen tab was opened), any unpaid bar/kitchen tabs will be closed and charged to the supplied credit card.
3. Clare Golf & Country Club will allow kitchen/bar tabs for its guests on a daily basis. In order to open a tab, the guest will need to supply a credit card to be kept at the bar counter as security until payment is made. If payment is not made at the end of the day, the amount owed will be charged to the supplied credit card and the card kept at the bar counter until picked up by the guest.

Roles and Responsibilities

4. The General Manager and/or Kitchen/Bar Manager will be responsible to approve the issuance of the kitchen/bar tabs. Each reserves the right to deny the issuance or suspend any kitchen/bar tab using their discretion. Each also reserves the right to place a monthly limit on any given member or employee kitchen/bar tab using their discretion.
5. Kitchen/Bar Employees have the role to enforce this policy. It is important to note that kitchen/bar tabs are not to be opened prior to the member filling out and signing the “Kitchen/Bar Tab Agreement” (See Page 2) and approved by the General Manager and/or Kitchen/Bar Manager.
6. Members have the responsibility to pay their kitchen/bar tabs prior to the end of the month.

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Kitchen/Bar Tab Agreement Form

Name: _____

Parent/Guardian (applicable only to Juniors): _____

Monthly Limit (optional): \$ _____

Credit Card Information

Type of Credit (Please check applicable):

Master Card
 VISA
 Other: _____

Name on Credit Card: _____

Credit Card Number: _____

Expiry: Month _____ **; Year** _____

CVV: _____

Signature

By signing below, you acknowledge that you've read, understood and accept the Kitchen/Bar Tab Policy provided above in its entirety. It is to be noted that any kitchen/bar tabs that are unpaid at the end of each month will be charged to the credit card provided in this form. The contents of this form is subject to the approval of the General Manager or Kitchen/Bar Manager of Clare Golf & Country Club. He/she also reserves the right to suspend or place a monthly limit on the tab at his/her discretion.

Member (Parent/Guardian)

Date

General Manager (Kitchen/Bar Manager)

Date