

Procedures, Expectations and Rules for Use of Veterans Memorial Park Concession Stand

Financial Procedures

Partnering with Booster Club

- Booster club will provide all food and supplies for sales during the event
- Partnering group will be instructed how to deposit proceeds to insure security and proper accounting
- Partnering group will be provided with an itemized inventory count before and after the event (see attached checklist)
- Booster club will determine expenses and net profit; and provide partnering group with a report and check for 50% of net profits.
- Checks will be issued within thirty (30) days after the event.

Non-Partnering Rental

- Renter is responsible for all supplies, equipment, and food.
- No portion of Booster club inventory or equipment may be used.
- Rental fee is paid directly to the City of Mauston
- Booster representative will conduct a thorough walk-through of the facility with renter representative.

Operational Procedures

Applicable for All Use Agreements

- Booster representative will conduct a thorough walk-through of the facility with partner/renter group representative prior to the event
- Stand is to be open and ready for sales at least ½ hour prior to first game/practice of the day, and remain open through the day's event.
- All necessary cleanup work must be done before closing the stand for the day
- Booster club representative has the right to deny access to the stand if the representative feels a worker/s is unfit to provide safe and healthy food and drink products to the public.
- Booster club and/or City representatives have the right to enter the premises at any time
- Booster representative will conduct a thorough inspection after the event to insure proper cleanup, count inventory, and check for any damage to equipment or concession stand (see attached checklist)
- When the facility is rented, all product and equipment placed in storage during the rental period must be returned to the concession stand before the post-event inspection is completed. Failure to return product and equipment to the concession stand may result in forfeiture of the deposit.
- If the post-event inspection is not satisfactory, a fee of \$100 will be deducted from the partnering group's portion of the profit, or the renter's \$100 deposit will not be refunded.

General Expectations of Conduct

- Treat all patrons courteously
- Serve all patrons promptly
- Accurately count money received and provide appropriate change to patrons
- No foul or offensive language is permitted within the concession stand
- Use of all tobacco products is prohibited in the concession stand
- Ensure there is appropriate coverage when workers are on breaks
- Wash hands before starting work, before returning from any breaks, and after handling any unsanitary items (ie: trash)
- Neat, clean and appropriate attire must be worn in the concession stand to avoid any health or safety risks

Alcohol Beverages At Event

If Alcoholic Beverages Are Provided by Partnering Group or Renter

- No alcohol may be distributed or sold from the concession stand. A separate location must be set up
- All local, State and Federal laws governing the serving and selling of alcoholic beverages must be followed
- City ordinances regarding fencing, permitting and/or licensing for serving or selling of alcoholic beverages must be followed
- No Booster club supplies may be used for the serving or selling of alcoholic beverages regardless of the type of Use Agreement