

Avon Amateur Dancers Club

Club Night Refreshments Rota Duties

Avon Amateur Dancers Club events are run by volunteers for the benefit of club members and the wider ballroom dancing community. Without such voluntary contributions, there would be no club events and no club. Refreshments Rota volunteers (normally teams of two) undertake to provision and provide refreshments at AADC Club Nights on their respective dates.

Admissions are halved for Refreshments Rota volunteers on the night, to compensate for loss of dancing time. Duties can normally be fitted around dance preferences, so please discuss with the DJ who will be able to explain their programme or adapt to suit.

The following is a record of the current state of common practise as has been evolved by the Volunteers and Committee to date, and should be regarded as an *indication for guidance* rather than mandatory instructions. Nobody minds how their teas get served, as long as they get their tea!

Provisions

The club provides a permanent stock of: tea bags; coffee granules; sugar; sweeteners; powdered milk; washing-up liquid; washing-up sponges; tea towels; tea spoons.

The Volunteers are responsible for bringing:

- Fresh milk (1 pint is sometimes enough, 2 pints to be safe – what's left can go home with you);
- Biscuits to top up the current stock (may not be necessary, see below);
- Optional: a couple of tea towels (only in case those at the hall are damp, dirty, or missing).

NB: Expenses for milk and biscuits are reimbursable on request, although often the Volunteers kindly decline reimbursement for the benefit of the club. If making a donation in this way, please forward the value of the donation to the Treasurer so that the true cost of running the Club is on record and your contribution does not go unnoticed.

Before Service

NB: When the Somerset Hall bar area is occupied, we serve refreshments from the kitchen through the hatch that opens into the main hall. When the bar area is unoccupied (eg the Youth Club does not operate during school holidays), we serve through the hatch that opens into the bar area. A table will be set up outside the hatch for sugar, biscuits, etc.

1. On arrival: ensure the urn is topped up, switched on, and turned up to maximum (this will usually have been done during hall set-up);
2. Retrieve crate containing Club Night requisites (such as tea bags, coffee, sugar, powdered milk, biscuit tin, etc) from club storage cupboards (this will usually have been done during hall set-up);
3. Assess the night's attendance and set out enough cups etc, plate up biscuits, decant sugar and powdered milk into bowls (some people prefer powdered milk for their coffee). Biscuits/sugar/milk/spoons on table outside serving hatch;

4. Brew tea to be ready at about 8.50-9.00pm, boil kettle for coffee (for guidance: eight tea bags for the large tea pot, topped up to about $\frac{3}{4}$ full, serves about 20);
5. Open serving hatch when ready for service, let DJ know for announcement.

NB: The admission charge on Club Nights includes refreshments. It is Club policy that for anyone with free admission (ie non-dancing spectators and Honorary Life Members), it is not unreasonable they should make a small contribution for their refreshments (currently 50p), on a voluntary but recommended basis. This does not include those performing rota duties, ie the DJ and Refreshments Volunteers.

After Service (at your convenience)

1. Ensure cups etc are returned from the hall;
2. Return unused biscuits to tin, unused sugar and powdered milk to respective packets etc;
3. Wash, dry, and return all crockery etc to proper places in the kitchen;
4. Wipe down kitchen surfaces;
5. Turn the urn off at the wall;
6. Ensure contents of crate are complete, and return crate to club storage cupboards (can be left on the stage for return to cupboards during hall pack-up).
7. Advise the Committee of any need to resupply tea bags, coffee, sugar, powdered milk, washing-up liquid, washing-up sponges. Advise the following week's volunteers (as per the published rota, or the Committee in lieu) of current state of the supply of biscuits.

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