



Policy

Automatic Gratuity on Group Reservations

To: FOH STAFF

Regarding: Automatic Gratuities on groups

Effective Date: June 19, 2018

This policy is written to establish the procedures on how and when an automatic gratuity will be applied to group reservations.

- **Group of 10 or more with dining service will have a 17% gratuity automatically applied**

Step 1: The server must acknowledge this policy to the guests in the beginning of the service before any orders have been rung through.

Step 2: When handing out the bills and receiving payment the server/bartender must remind guests that there is a gratuity already on the bill

*Information on this policy is posted on the menus

- **Groups of 10 more consuming alcohol only- up to the head sever or managers discretion**

If you feel like the group should be auto grated based on the nature of the group, you need to speak to your head server or manager. If you decide to use the auto grat just know you may be taking a risk as you may receive more gratuity without this function. Repeat steps 1 and 2 if you decide to auto grat.

*All groups and banquets which are pre-booked with Joel always have an auto grat.