

Commellini Service Fee & Tip Policy is as follows:

General: While an employee is in training or is a part of a working interview, they do not participate in the tip pool.

Service Fee charge: The industry has many different names for a non-voluntary payment made by a customer (i.e. service charge, service fee, mandatory gratuity, etc.). Whenever such a payment is a requirement, or could reasonably be interpreted as a requirement of customer payment, it is no longer a tip. However, Commellini Estate chooses to distribute a portion of the service fee to our employees. Commellini Estate charges a 20% service fee on Food, Beverage, Venue, and Rentals. What this service is used for can be broken down into multiple parts:

Service Fee on Venue Rental: This is used for the Sales Persons Commission and covers part of the sales person salary.

Service Fee on Rentals: This is used to cover the labor for setting up additional rentals.

Service Fee on Food and Beverage: This goes to the staff directly responsible for the day of event services (both back and front of house). At Commellini Estate we are a team and as such all beverage and food service fee is shared among all employees based on the hours worked. Example: There was a food and beverage service fee of \$100.00. Employee 1 (who worked 2 hours) would receive: \$20.00. Employee 2 (who worked 8 hours) would receive \$80.00.

Tip Policy-Day of Event tips (Including DOC Tips): Is split between front of house service team based on hours worked. Cash tips are reported on an envelope and those are combined with the credit card tips for total tip out. Those who walk with cash tips are responsible for reporting their tips for their personal W2 purposes. In addition, those who walk with cash tips will receive less credit card tips in their paycheck, so that the tip pooling is correct based on hours worked. Example: There was Day of Event Tips of \$100.00. Of the \$100 in tips \$25 was in cash and \$75 was in credit card tips. Employee 1 (who worked 2 hours) would receive: \$20.00. Employee 2 (who worked 8 hours) would receive \$80.00. However Employee 1 left before closing and therefore will receive all \$20.00 in their paycheck. Employee 2 took home the \$25 cash tip and will only receive \$55 in tips in their paycheck.

Please note credit card fees on credit card tips & service fee are deducted prior to distributing credit card tips.