

## 2022 Commellini Service Fee & Tip Policy is as follows:

### Event Service Fee & Tip Distribution:

**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 fee 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 (excluding Service upgrade style- which goes toward labor):** This goes to the staff directly responsible for the day of event services (both back and front of house) less service fee withholdings. The tip out percentage varies based on the role and hours work.

Event: FOOD Service Fee Distribution	
Manager	0%
Executive Chef	0%
Cook: Prep or Line	6%
Dishwasher	3.00%
Bartender	20.00%
Day of Event Prep/Setup/Service/ Closers	65.00%
Day of Event Coordinator	6.00%
<b>Percentage</b>	<b>100.00%</b>

Employees working the same role will share the percentage of the service fee based on the hours worked. Example: The server portion of the service fee was \$100.00. Server 1 (who worked 2 hours) would receive: \$20.00. Server 2 (who worked 8 hours) would receive \$80.00.

**Service Fee & Voluntary Tips on Beverages** (excluding the Beverage Service Fee- which goes to cover labor): This goes to the staff directly responsible for the day of event services less service fee withholdings. The tip out percentage varies based on the role and hours work.

Event: BEVERAGE Service Fee & Tip	
Manager	0%
Executive Chef	0%
Cook: Prep or Line	0%
Dishwasher	5.00%
Bartender	80.00%
Day of Event Prep/Setup/Service/ Closers	10.00%
Day of Event Coordinator	5.00%
	<b>100.00%</b>

Employees working the same role will share the percentage of the service fee based on the hours worked. Example: The bartender portion of the service fee was \$100.00. Bartender 1 (who worked 2 hours) would receive: \$20.00. Bartender 2 (who worked 8 hours) would receive \$80.00.

**Cash Tip Clarification:** Cash tips are reported on an envelope and those are combined with the credit card tips and service fee 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 and service fee amount in their paycheck, so that the tip pooling is correct based on hours worked. Example: There is a Server portion of 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.

**Distributions are based on role:** It is the employees responsibility to clock in and out based on role to ensure proper tip and service fee distribution. The distribution is automatically calculated based on the role you are clock in as. For example if you are clocked in as a Farmers Market Associate but then come back from the market but are helping with an event, you will need to clock out and back in under the assigned role, to be a part of the distribution.

## Restaurant Tip Distribution:

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

**Tip Definition:** Any voluntary payment given directly from a customer via cash, credit, or an item of value, for the service they have performed, in addition to the basic price of the service.

**Tip Policy:** Due to the unique service nature of Commellini Estate restaurant events, we distribute tips via tip pooling method as our employees work as a team to ensure the quality of the service experience.

Tip pooling is distributed per pay period. The tip pooling distribution is based on hours worked during the period and role.

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

**Tip out percentages are as follows:**

2022 Program: Restaurant Voluntary Distribution	
Manager	0%
Executive Chef	0%
Cook: Prep or Line	9%
Dishwasher	3.00%
Bartender	20.00%
Server	65.00%
Hostess	3.00%
Day of Coordinator	0.00%

	<b>100.00%</b>

<b>2022 Program: Bartender Restaurant Voluntary Distribution</b>	
Manager	0%
Executive Chef	0%
Cook: Prep or Line	10%
Dishwasher	5.00%
Bartender	80.00%
Server	0.00%
Hostess	5.00%
Day of Event Coordinator	0.00%
	<b>100.00%</b>