**Task Title: Banquet Event Order**

OALCF Cover Sheet – Practitioner Copy

**Learner Name:** _____

**Date Started:** _____

**Date Completed:** _____

**Successful Completion:** Yes ☐ No ☐

**Goal Path:** Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

**Task Description:** Find information and make calculations based on a banquet event order form.

**Main Competency/Task Group/Level Indicator:**

- Find and Use Information/Interpret documents/A2.2
- Understand and Use Numbers/Manage money/C1.2

**Materials Required:**

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

## Learner Information

Cooks and event staff at banquet facilities need to use information recorded on event forms.  This ensures that enough food is prepared and that meeting spaces have enough chairs, tables and other equipment for each event.

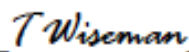
Scan the "Banquet Event Order" form.

| **Banquet Event Order** | | W | *Wannabea Hotel* | | BEO #: 25631 |
|---|---|---|---|---|---|
| Printed: 2/10/2024<br>Page: 1 of 1 | | | 52 Elizabeth Street, Toronto, ON M5V 2X3<br>Tel. 416-555-9654 Fax 416-555-3625 | | |

| **ACCOUNT:** | People Propounding Porcine Pulchritude | **EVENT DATE:** | Monday, July 12, 2024 |
|---|---|---|---|
| **POST AS:** | PPPP Annual Convention | **CONTACT:** | Marsha Swiney |
| **ADDRESS:** | 15 Pygmy Way | **PHONE:** | 416-555-3147 |
| | Toronto, ON M6R 8B4 | **FAX:** | 416-555-8456 |
| | | **ON-SITE:** | Bob Wildeboar |
| **METHOD OF BILLING:** | Master Account | **CATERING SRC:** | Tricia Wiseman |

| Time | Room | Function | Set-up | Gtd | Attd | Rental |
|---|---|---|---|---|---|---|
| 7:30 AM – 8:30 AM | Markham Boardroom | Breakfast | RD 5 | 50 | | 0.00 |
| 8:30 AM – 10:30 AM | Markham Boardroom | Meeting | RD 5 | 50 | | 450.00 |

**Menu**

**The Long Distance Runner**
Chilled Orange, Apple and Grapefruit Juice
Low fat Fruit Yogurt
Cold Cereal and Milk
Sliced Fresh Fruit
Cinnamon scones, bran muffins and whole wheat toast
Margarine and Preserves
Freshly brewed coffee and tea(regular and herbal)

$15.50 per person ++

**Beverage**
No Beverages are required

**Room Requirements**
RD 5 Set-up
50 chairs
8' table at front, skirted
Registration desk near door, skirted, 2 chairs

**Audio-Visual**
1 LCD Data Projector, plus screen - $450
2 Flipcharts with Markers - $10 each

**Special Instructions**
Set up breakfast inside the room.

*Guaranteed guest count must be confirmed 72 hours prior to the event. Group will be charged for this guarantee or the actual guests served, whichever is greater.
*15% service charge will be levied on all catered functions. In addition, applicable Provincial and Federal taxes will apply.
* I have read, understood and accepted the terms and conditions enclosed.

*T Wiseman*

_____          _____
People Propounding Porcine Pulchritude                    Tricia Wiseman

_____          _____
Date                                                                              Date

BANQUETS          KITCHEN X 4          STEWARDING          A/V          STORES          ACCOUNTING
HOUSEKEEPING                    FRONT OFFICE                    RESTAURANT          PAYROLL

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## Work Sheet

**Task 1: Circle the expected number of guests to attend (GTD).**

Answer:

_____

**Task 2: Highlight or underline the event date and times of the meal and meeting.**

Answer:

_____

**Task 3: If 50 guests attend the event, calculate the total for the Long Distance Runner event.  The total should include the food cost plus the room rental cost for the meeting.  HST (13%) is added to both the food and room rental.  A Gratuity of 15% is added to the food total only.**

Answer:

_____

**Task 4: If this group wants to add a flipchart with markers, what will be the new total?  13% HST will need to be added for these rental items.**

Answer:

_____

# Answers

## Task 1: Circle the expected number of guests to attend (GTD).

Answer: 50 should be circled on the form

## Task 2: Highlight or underline the event date and times of the meal and meeting.

Answer: The following should be highlighted or underlined on the form: Monday July 12, 2024; 7:30am-8:30am (breakfast); 8:30am-10:30am (meeting)

## Task 3: If 50 guests attend the event, calculate the total for the Long Distance Runner event.  The total should include the food cost plus the room rental cost for the meeting.  HST (13%) is added to both the food and room rental.  Gratuity of 15% is added to the food only.

Answer:

Food costs:
$15.50 per person x .13 HST = $2.02 HST
$15.50 per person x .15 gratuity = $2.33 gratuity
Total per person for food: $15.50 + $2.02 + $2.33 = $19.85
$19.85 x 50 people = $992.50 Total for food

Room rental cost:
$450 (room rental for meeting) x .13 (HST) = $58.50
Total room rental cost: $450 + $58.50 = $508.50
$992.50 (food) + $508.50 (room rental for meeting) = $1,501.00

**Task 4: If this group wants to add a flipchart with markers, what will be the new total?  13% HST will need to be added for these rental items.**

Answer:

Flip chart with markers: $10 x .13 HST = $1.13
Total for flipchart with markers: $10 + $1.13 = $11.13

New Total: $1,501.00 + $11.13 = $1,512.13

## Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
|---|---|---|---|---|
| A2.2 | extracts information from tables and forms | | | |
| | uses layout to locate information | | | |
| | makes connections between parts of documents | | | |
| | makes low-level inferences | | | |
| C1.2 | calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers | | | |
| | represents costs and rates using monetary symbols, decimals and percentages | | | |
| | interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. ½, ¼) | | | |
| | uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) | | | |

This task: Was successfully completed ☐  Needs to be tried again ☐

Learner Comments:

Instructor (print):

_____

Learner (print):

_____