



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

Task Title: BanquetEventOrder_EA_A2.2_C1.2

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 Printed: 2/10/2024 Page: 1 of 1		Wannabea Hotel 52 Elizabeth Street, Toronto, ON M5V 2X3 Tel. 416-555-9654 Fax 416-555-3625	BEO #: 25631
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ACCOUNT:	People Propounding Porcine Pulchritude	EVENT DATE:	Monday, July 12, 2024
POST AS:	PPPP Annual Convention 15 Pygmy Way Toronto, ON M6R 8B4	CONTACT:	Marsha Swiney
ADDRESS:		PHONE:	416-555-3147
		FAX:	416-555-8456
		ON-SITE:	Bob Wildeboar
METHOD OF BILLING:	Master Account	CATERING SRC:	Tricia Wiseman

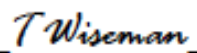
Time	Room	Function	Set-up	Gtd	Attd	Rental
7:30 AM – 8:30 AM	Markham Boardroom	Breakfast	RD 5	50		0.00
8:30 AM – 10:30 AM	Markham Boardroom	Meeting	RD 5	50		450.00

<u>Menu</u> 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 ++	<u>Beverage</u> No Beverages are required <u>Room Requirements</u> RD 5 Set-up 50 chairs 8' table at front, skirted Registration desk near door, skirted, 2 chairs <u>Audio-Visual</u> 1 LCD Data Projector, plus screen - \$450 2 Flipcharts with Markers - \$10 each <u>Special Instructions</u> Set up breakfast inside the room.
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*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.

_____ People Propounding Porcine Pulchritude	 _____ Tricia Wiseman
_____ Date	_____ Date

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

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:

$\$15.50 \text{ per person} \times .13 \text{ HST} = \$2.02 \text{ HST}$

$\$15.50 \text{ per person} \times .15 \text{ gratuity} = \$2.33 \text{ gratuity}$

$\text{Total per person for food: } \$15.50 + \$2.02 + \$2.33 = \$19.85$

$\$19.85 \times 50 \text{ people} = \$992.50 \text{ Total for food}$

Room rental cost:

$\$450 \text{ (room rental for meeting)} \times .13 \text{ (HST)} = \$58.50$

$\text{Total room rental cost: } \$450 + \$58.50 = \$508.50$

$\$992.50 \text{ (food)} + \$508.50 \text{ (room rental for meeting)} = \$1,501.00$

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: $\$10 \times .13 \text{ HST} = \$1.13$

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. $\frac{1}{2}$, $\frac{1}{4}$)			
	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 ☐

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Learner Comments:

Instructor (print):

Learner (print):