

VICTOR VIENNA GARDEN CAFE, Inc.

A CENTURY OF PROGRESS - CHICAGO

20B

Due to the strict requirements of A Century of Progress in regard to the issuance of checks to waiters and waitresses and the cashing of same the following rules and regulations shall be enforced:

Waiters and Waitresses will obtain all Guest Checks from the Check Cashier. The badge number must be given to the Cashier at the time he or she receives the checks and he or she must sign for the checks received.

Waiters will at all times be limited to ten Guest Checks each unless a smaller number is satisfactory for the operation of the station. Waiters will be required to turn over Guest Checks to the cashier at the time of payment and will receive from the Cashier the receipted waiters' stub. Waiters and waitresses are required to keep their receipted stubs for at least 48 hours before destroying same. Any waiter or waitress that is called upon to produce certain receipted stubs for a period of 48 hours after receipt of same and is unable to furnish said stubs will be subject to a fine of \$5.00 for the first offense and will be subject to dismissal on the second offense. At no time will any waiter or waitress be allowed to use any checks which were issued to another waiter or waitress.

Waiters and waitresses will be required to obtain a clearance from the check cashier certifying that all checks have been returned before leaving at the close of the day. A charge of five dollars (\$5.00) for each Guest Check lost by a waiter will be made, unless, in the opinion of the Concessionaire, this amount is not sufficient. Any charge made to waiters for lost checks must be written in detail on another Guest check and recorded as a sale on cash register.

Waiters and Waitresses will not be allowed to eat together at employees' meal time, the waitresses eating at certain tables and the waiters at their respective tables provided for this purpose.

Unnecessary conversation will not be permitted at the cashier's desk as it only tends to annoy the cashier and makes mistakes possible and hinders the service.

On all Guest Checks totalling more than \$2.50 after 9:00 P. M. it will be necessary to have the cashier record the Government Tax before presenting the check to the Guest for payment in order that the customer is charged the proper amount for Government Tax. This tax can be computed on the basis of $1\frac{1}{2}\%$ for each 50¢ or fraction thereof of the total amount of the check.

At no time can a waiter or waitress collect from a customer without presenting the check for payment. This must be done regardless of how small the check may be.

I have received a copy of the above rules and regulations and have read them thoroughly and hereby agree to cooperate in every respect.

Dated _____ 1934

SIGNED _____

Badge No. _____

Due to the strict requirements of A Century of Progress in regard to the issuance of checks to waiters and waitresses and the cashing of same the following rules and regulations shall be enforced:

Waiters and Waitresses will obtain all Guest Checks from the Cashier. The badge number must be given to the Cashier at the time he or she receives the checks and he or she must sign for the checks received.

Waiters will at all times be limited to ten Guest Checks each unless a smaller number is satisfactory for the operation of the station. Waiters will be required to turn over Guest Checks to the cashier at the time of payment and will receive from the Cashier the receipted stubs. Waiters and waitresses are required to keep their receipted stubs for at least 48 hours before destroying same. Any waiter or waitress that is called upon to produce certain receipted stubs for a period of 48 hours after receipt of same and is unable to furnish said stubs will be subject to a fine of \$5.00 for the first offense and will be subject to dismissal on the second offense. At no time will any waiter or waitress be allowed to use any checks which were issued to another waiter or waitress.

Waiters and waitresses will be required to obtain a clearance from the check cashier certifying that all checks have been returned before leaving at the close of the day. A charge of five dollars (\$5.00) for each Guest Check lost by a waiter will be made, unless, in the opinion of the Concessions, this amount is not sufficient. Any charge made to waiters for lost checks must be written in detail on another Guest Check and recorded as a sale on cash register.

Waiters and Waitresses will not be allowed to eat together at employees' meal time, the waitresses eating at certain tables and the waiters at their respective tables provided for this purpose.

Unnecessary conversation will not be permitted at the cashier's desk as it only tends to annoy the cashier and makes mistakes possible and hinder the service.

On all Guest Checks totaling more than \$2.50 after 9:00 P. M. it will be necessary to have the cashier record the Government Tax before presenting the check to the guest for payment in order that the customer is charged the proper amount for Government Tax. This tax can be computed on the basis of 1% for each 50¢ or fraction thereof of the total amount of the check.

At no time can a waiter or waitress collect from a customer without presenting the check for payment. This must be done regardless of how small the check may be.

I have received a copy of the above rules and regulations and have read them thoroughly and hereby agree to cooperate in every respect.