

# TABOO

WHERE REAL MEN COME TO PLAY

**BARTENDER MANUAL 2025**



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## *1. INTRODUCTION*

This manual has been developed so that you will understand our guidelines and procedures. It will also help enforce conformity which is extremely important for good customer service.

It is extremely important that you thoroughly review this manual, so that we can prevent the most infamous phrase in our industry “BUT I DIDN’T KNOW”. Read all the information that is given to you. If you have any questions please ask a manager as soon as possible. You will be responsible for information regarding all positions of this establishment.

This manual has been designed so that we can update or make changes at any time. Please keep this manual handy so that you have it for our next meeting.

## **II. MISSION STATEMENT**

Our goal at Taboo is to generate a profit by enticing and containing as many guests as possible from all markets in our surrounding area and beyond.

To **ENTICE** our guests we must develop and maintain a reputation for staffing energetic, personable, quality employees along with attractive and exciting entertainers.

To **CONTAIN** our customer base we must provide them with fast service, and quality food and beverage. Our strategy is to show every guest a fantastic time from the moment they walk through the door until the time they leave the building.

It's our priority to make sure everyone leaves this building safely and not intoxicated to the point where they aren't able to drive safely. This takes team work from the entire staff. We all share in a responsibility for keeping our customers as safe as possible.

### III. GENERAL POLICIES

#### **BARTENDERS START TIMES/SHIFT CHANGES**

Listed are the bartenders start times along with the shift changes. Please make it a top priority to be on time. We will be having at least a ten minute meeting before shifts each day.

	(AM)	(PM)	(Shift Change)
Monday	11:00am	5:50	6:15
Tuesday	11:00am	5:50	6:15
Wednesday	11:00am	5:50	6:15
Thursday	11:00am	6:15	6:45
Friday	11:00am	6:15	6:45
Saturday	11:00am	6:15	6:45
Sunday		5:45	

These meetings are extremely important. This is the time when managers can inform you of the following and keep the staff working in a uniform manner.

- All new club policy changes
- Review existing policies and refine them
- Teach and explain paper procedures
- Introduce new products we are carrying
- Review and explain all new promotions

#### **DAYS OFF**

You must give a minimum of 10 days notice prior to the day off, as well as attempt to find a replacement with the help of the day manager. **YOU MUST CONTACT MANAGEMENT ONE DAY PRIOR TO THE REQUESTED TIME OFF TO VERIFY COVERAGE.** If you do not contact management and your shift is not covered, the result may be suspension or termination.

## **MEETINGS**

Personnel meetings are mandatory. You will be notified two weeks in advance of any meetings.

## **DISCIPLINARY PROCEDURE**

As of 7/18/18 The following disciplinary procedure will take place. Any Previous violations prior to this date will be consider a violation. A violation = any of the rules that have been broken. 1<sup>st</sup> offence - Verbal warning, 2<sup>nd</sup> offence - Written Warning, 3<sup>rd</sup> offence - Suspension, 4<sup>th</sup> offence – Termination.

## **PHONES**

The use of Cell Phones (CP) has gotten to the point where we really have to make a decision if this is where you want to work. We encourage the use of CP to advertise and promote. This must be done before your shift starts. No cell phones are to be used behind the bar at any time! Management may allow you to use your cell phone outside the bar only. You must get permission. Please don't put your job in jeopardy over the use of your cell phone

## **PRE-SHIFT MEETINGS**

It is mandatory that you make your pre-shift meetings. Be dressed and ready to go by the start of the shift meeting. If you continue to miss your pre-shift meeting disciplinary actions will be taken.

## **SICK CALLS**

If you call out sick the same day you are scheduled to work, you must find a replacement. If you find no replacement and do not come in, it may result in suspension or termination. If you are out sick, please call the next day so we know you are coming in for the next shift.

## **SCHEDULES**

All schedules are posted in the manager's office. If there are any changes then you will be notified prior to a new shift. It is your responsibility to check the schedule daily for any changes.

## **SHIFT END & OFF DUTY**

Taboo would like all employees to leave after their shift has ended and their draws have been counted.

If Any employee comes in on their day off to visit you will be treated as a guest. You will not be allowed downstairs, behind the bar or in the kitchen. If management would like to buy you a drink it's their decision. Please do not put your fellow employee in jeopardy. All drinks and food must be paid for. If you enter the building intoxicated you will be asked to leave.

If you want to stay after your shift at the bar you must get permission from the night manager and it will only be for a length of time that he allows. This information is between you and manager only and not meant for the customer to know. If a customer asks management to allow you to stay you will never be allowed to stay again. Period.

### **SMOKING**

New laws prevent anyone from smoking in the building. If you are a smoker, try to quit. See management about the smoking policy. Vaping isn't allowed in this building. The same rules apply as smoking. Anyone caught vaping will be written up or suspended

### **EMPLOYEE FOOD**

You may eat during your shift. The kitchen will not serve an employee between the hours of 12 PM – 1:15 PM and the hours of 6 PM and 7:15 PM. All employee meals must have a cash receipt . Please staple your food receipt to s&p card. If you purchase a water with your own money please staple receipt to the guest check. If there isn't a receipt you may be terminated for theft

### **EMPLOYEE MEALS**

All employee get one meal at half price, any meals after that are full price. You must pay full price for steaks, seafood & specials. Name must be on the food ticket

### **KITCHEN**

As an employee you are not allowed in the kitchen at any time unless your job classification calls for it, explaining food orders to the chef is an exception.

### **BATHROOM TRIPS**

You must tell the bartenders on each side of you and the manager that you are leaving your section to use the restroom. Excessive trips to the restroom will not be tolerated.

### **FLYERS & PROMOTIONS**

Keep your section clean and place all table tents in it. Know all upcoming events and birthday parties.

### **INTOXICATED PATRONS**

Do not take it upon yourself to cut a customer off at the bar. INFORM YOUR MANAGER. Be a responsible bartender; follow your TIPS training procedures.

### **SHIFT CHANGE**

Daytime bartenders please make sure you change your sink water one hour before your shift change. At shift change, make sure that you leave a clean and well-stocked section for the night shift. Introduce the night bartender in your section to any customer that has a tab. Do not encourage customers to close their tab at the end of your shift.

### **SECTIONS**

There are four sections at the bar, A B C D. It is your responsibility, regardless of your section, to see that all customers are served immediately. Share any customers that are on the borders of two sections and then split the tip. All sections will be rotated at the discretion of management. There will be no saving/reserving seats for customers unless approved by a shift manager. If you do so without authorization you will be suspended.

### **DRINKING**

Bartenders are not allowed to drink behind the bar. Any bartender getting intoxicated while on duty will be subject to suspension up to termination.

### **FIGHTING**

Any fighting concerning sections/services or disrespect at the bar will be grounds for immediate termination.

### **DRESS CODE**

Your hair must be let down, no buns. Your appearance must be neat and well groomed. Please come to work dressed appropriately for a gentlemen's club. The preferred example would be, "Taboo" top and "Taboo" shorts. Preferred footwear would consist of black sneakers or multi colored sneakers with a non slip sole. **No uggs, no boots**, no jeans or jean shorts.

### **PERSONAL APPEARANCE**

Dress, grooming, and personal cleanliness contributes to the morale of all of us and affects the business image we present to our clients and visitors. You are always expected to present a clean and neat appearance as well as to dress according to the requirements of your position. Since we are in the business of beauty, it is imperative that we look our best at all times. This includes entering and leaving the club. Consult your manager if you have questions as to what constitutes appropriate attire, what is the dress code, and the standard of appearance as required of our guests.

### **PERSONAL DATA CHANGES**

Personal mailing address, telephone numbers, individuals to be contacted in the event of an emergency and other personal information should be accurate and current at all times. It is your responsibility to notify your manager of any changes in your personal data.

### **OUTSIDE EMPLOYMENT**

Employees may decide to seek employment outside their regular work hours. We have no objection to this type of work when it does not interfere with work assigned in your area, and is not in the employ of a competitor so as to create conflict of interest. It is mandatory that we know if you're working or applying at other go-go bar. It's your responsibility and mandatory that you notify the owner if you take on another position in the hospitality industry.

### **DATING**

Although your personal life is your own business, we do not allow certain situations that may cause actual perceived conflicts of interest. In addition, we want to avoid any situations that may cause our service to our guests to suffer. Therefore: No dating is allowed amongst staff. This includes management. If you date a customer and he becomes a boyfriend he will not be allowed in any longer.

### **BOYFRIENDS/GIRLFRIENDS/HUSBANDS/WIVES/SIGNIFICANT OTHERS**

While on duty, it will not be appropriate or allowed to have any of the above listed relations in the building.

#### **IV. EMPLOYEE CONDUCT**

To ensure order operations and to provide the best possible work environment, we expect you to follow the rules of conduct that will protect the interests and safety of all employees and the organization.

Each employee is responsible for exercising good judgment as to his or her conduct in relations to us. You are expected to read and comply with the policies set forth in this handbook.

It is not possible to list all the forms of behavior that are unacceptable in the workplace. In general, you should avoid doing anything that interferes with the business operations or your fellow employees. The following are examples of infractions of these rules of conduct that may result in disciplinary action up to and including termination of employment and criminal prosecution.

- Theft or inappropriate removal of possession of money or property
- Falsification of employment applications or any other documents
- Fighting, threatening, or disruptive behavior in the workplace
- Negligence or improper conduct leading to damage of employer-owned or client-owned property
- **Insubordination or other disrespectful conduct**
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Excessive lateness, absenteeism or any absence without notice
- Disrespectful behavior towards guests
- Improper checking of identification of questionable patrons
- Serving alcoholic beverages to underage patrons
- Use, personal sale or possession, or being under the influence of alcohol, where as you are unable to perform your job to our standers
- Use ,possession or sale of any narcotics or comparable substance
- Allowing narcotics use by patrons
- Gambling, or allowing gambling on the premises by any person
- Pandering or prostitution
- Lewd or lascivious behavior
- Allowing open containers of alcoholic beverages to leave the premises, or allowing a violation of other Alcoholic Beverage Commission Laws
- Tampering with the guest check or credit card slip of a guest
- Alteration of any guest check
- **NO CELL PHONES SHALL BE USED BEHIND THE BAR.** If you are caught using a cell phone you will be sent home.
- Any arguing or fighting with another bartender or entertainer behind the bar is ground for immediate suspension up to termination
- Leaving your section & going to another section to take a guest back to your section is not tolerated
- Punching or signing in or out of work on any time card but your own

## **BARTENDER DO'S & DON'TS**

1. SMILE
2. Say "Thank You"
3. Introduce yourself
4. Keep area clean
5. Replace each drink with a clean napkin
6. Use a clean glass with a new drink
7. Suggest special drinks
8. Keep abreast of new drinks
9. Read the newspaper everyday
10. HAVE FUN
11. Never argue with a customer
12. Remember regulars' drinks
13. Keep hands and fingernails clean
14. Do not touch ice with hands
15. Keep hair neat and groomed
16. Clothes clean and pressed
17. Present check to customer
18. Don't spend too much time with one customer
19. Don't talk about other customers' business
20. Don't talk about money
21. Do not settle arguments
22. Don't use foul language
23. Do not make fun of customers
24. Do not talk about the boss
25. Do not take or place bets
26. Invite customers back to the club again
27. Inform customers of upcoming events
28. Keep bar surface clean and dry
29. DO NOT YELL
30. Don't argue with fellow employees
31. Listen
32. Congratulate customers on birthdays or special occasions
33. Do not over serve customers
34. DO NOT LEND MONEY TO CUSTOMERS
35. Do not borrow money from customers
36. Work fast and neat
37. Leave your personal problems at home
38. KEEP BACK BAR NEAT
39. Keep bottles clean/capped with pourers
40. Make drink in front of customer when possible
41. Do not talk in a foreign language in front of customers

42. Do not criticize other employees
43. Use correct measurement
44. Keep fruit and garnish fresh
45. Use the correct glass for the correct cocktail
46. Serve the lady first
47. Don't over extend your break
48. Wear a watch
49. Avoid cutting corners
50. CREATE YOUR OWN SIGNATURE HOUSE COCKTAIL
51. Don't complain about tips
52. Take a course on alcohol awareness
53. Listen to information from distributors and salesman
54. Be on time
55. Put things back where they came from
56. Keep toothpicks out of your mouth
57. Count change back to customers
58. Do not count tips your tips while working. Count after your shift is over
59. Keep your tip cup under the register
60. There is to be no change made from your tip cup
61. Do not go to the DJ booth to request a song
62. No reading magazines
- 63. No cell phone use behind bar**
64. No conversations with dancers unless related to VIP sales
65. No free drinks for anyone
66. No free pouring
67. Do not leave the bar without permission
68. Do not wander or stay in other sections
69. Do not sign in for the week at one time
70. No jackets (long)
71. Wear makeup (lipstick/lip gloss)
72. Carry bottle opener
73. Be very polite
74. Say goodbye to all customers
75. Sign in daily

# TABOO

MENS CLUB

**V. FOOD SERVICE,  
PROCEDURES  
& FOOD MENUS**

## **FOOD SERVICE AT TABOO MENS CLUB**

Although Food and Food Service is not the first thing that comes to mind when our guests think about a Gentlemen's Club, the food and food service is very important with regard to our philosophy of Enticement & Containment. We want our guests to feel comfortable choosing anything off the menu. We take pride in putting together a diverse food menu with quality products. Great food, fashionable presentation and excellent service with a sexy smile makes for an outstanding recipe for our guests' enjoyment. We don't want our guest getting hungry and thinking about leaving to eat at another establishment. Once they leave they are gone for the day or evening.

It is important that you know all the items on the menu and how they are served. A good understanding of the menu will enable you to make good suggestions for your guest. Remember everything on the menu is "Great" and it doesn't hurt to suggest your favorites.

Please read through the food service procedures and the menus that we have printed for you.

## **HOW TO TAKE A FOOD ORDER**

1. Present the appropriate menu. There may be more than one menu they can choose from depending on what time of day it is. Hand it to them.
2. Ask the guest what he is in the mood for. Make any suggestions accordingly. If he wants something not on the menu ask the manager or chef.
3. When taking the order use the guest check book. Write down the order. Make any notifications for the food desired IE Medium rare, broccoli. Input in the register.
4. Immediately set up a placemat in front of your guest with silverware set up.
5. Check on the food. When the food arrives ask them if they need anything at the moment. Keep an eye on them. Usually they will want something else within a few minutes.
6. When they are through, you should say this. "I am sure you enjoyed your Lunch/Dinner. Can I get you anything else?" Repeat this at home 50 times fast...
7. Remove all the dirty plates and utensils, pick up the placemat and wipe down the bar top. "Never Make Anyone Wait" Please place all dirty plates in the tray, do not drop them and brake them please

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**VI. CASH REGISTER**

**OPERATIONS**

**&**

**PAPERWORK PROCEDURES**

## **REGISTER PAPERWORK AND PROCEDURES**

Please do not keep anything on registers such as pens, pencils, and coins. Before day shift and after night shift please clean your register overlay.

Listed below is a description of the register, paperwork, and procedures you are responsible for:

### *Opening Till*

Your cash draw will start with \$300.00. Please count your drawer immediately upon taking over your section. If your register is in the office please count it in front of your manager. If your drawer is over or short please bring it to the shift managers attention. You will also be given \$300 for your second drawer. The second drawer is for single change for customer at the bar.

### **Register Tape**

Please watch your register tape for a red line. If you see a red line on the tape please notify your shift manager so he can change your tape.

### **Register Operations**

To unlock register use code: 1111 (A) 2222 (B) 3333(C) 4444 (D)

Then use same code to sign in and press CLERK

Press DOUBLE or ROCKS first if applies

To open tab press TAB #'s, chose tab, add customer's name by pressing CUST., add items, press NEW BALANCE

For payment press PAYMENT and choose CASH/CHARGE/VIP Disc (for cash tabs)

COMP is to buy customer a drink. Each item must be COMP'd separately

Add NOTE to kitchen order if necessary

### Opening up a Credit Card (Tab)

When working with credit cards it is mandatory that you follow procedures exactly. Please follow these steps:

- A. Please ask for a credit card and driver's license. If you do not get a drivers license from the customer that means you are standing up for that customer. If the charge is returned you will be held responsible for that charge.
- B. Please fill out the **tab card** as shown
- C. Turn this into the shift manager in a **black guest check holder**.
- D. When it gets returned to you please make sure that it is stapled together in this order: Voucher – **Tab card** –Authorization slip
- E. The following information should be filled out on the voucher: Date - Bartender's name- Section- Shift Manager's initials – Tab#. It is your responsibility to make sure that card filled out correctly.
- F. It is mandatory that the customer signs the voucher in ink before beginning the tab, then return the drivers license only.
- G. When the credit card tab is complete, write on one line the total amount and the Tip, then bring it to a manager.
- H. When manager returns slip give it to a customer to sign the receipt. Return to a manager if customer changed/put tip in to process the tip.
- I. It is mandatory that the guest signs the receipt when the tab is closed out.
- J. When you get it back from the manager please place it under your cash drawer.

### Opening up a Tab on the Register

Open a Tab:

- Press TAB #'s
- Choose unused tab (Green)
- Press [CUST.] To add Customer's name. Use real name ONLY. Don't make anything up
- Add items to a tab
- Press [New Balance]  
(Write the number of the tab on the **tab card**)
- Press [TAB/RCT Print] for the receipt
- Staple the 1<sup>st</sup> receipt to the **tab card** and the last closing receipt to the **tab card** only.

#### Add to a Tab:

- Press [Tab #] & choose the tab
- Ring up the product
- Press [New Balance]

#### Close a Tab:

- Press [Tab #] to choose the tab
- Press [PAYMENT]
- Close tab to charge or VIP Disc 1 (cash) which ever applies
- Press [TAB/RCT Print] if you need extra receipt
- Staple to the **tab card**.

#### *Most Errors and Frequently Asked Questions*

1. What happens if I close a charge to cash?

**Let your manager know.**

2. What happens if I close out a charge too soon?

**Staple it to a tab card, open new tab and staple next to the first one. When closing new tab add both totals on the slip.**

3. What happens if I try to reopen a charge and it doesn't reopen?

**a. You probably closed it out earlier. Have a manager look back and open a new tab. Same as above.**

#### **House Tab:**

A house tab isn't granted very often. If the shift manager allows a house tab it gets handled the same way you handle a credit card tab. When the house tab ends you must write the total amount rung up on the **tab card** and a line underneath that amount so the guest can sign below the tab amount. Please make sure you fill out all information required.

#### **Cash Tab:**

A cash tab has to be approved by a shift manager. You handle this the same way you handle a credit card tab. Please make sure you fill out all the required information. When you close out this tab you close it out to

VIP DISC 1 and put the money in the register. You write "Paid Cash" on the **tab card** and the circle the words "Paid Cash" on the receipt.

### **CASH ADVANCES**

Cash advance procedures are done by managers. Bartender must hand money to a customer.

Issuing customer money is a privilege if anything at our bar. We are not a bank and we do not profit from C/M. This is a discretionary convenience we offer our guests. "Yes we do want their business and we don't want to lose a guest, but we must maintain our standards and policies due to the incline of chargebacks and fraud."

Send your guest first to the ATM. "If possible"

Remember all tabs require a Drivers License and a CC.

Cash advance procedures are done by managers.

Bartender must hand money to a customer.

(VIPs) If you have a VIP guest this may change the policy above and you must get a managers approval for any changes.

# TABOO

MENS CLUB

## VII. *BAR INSTRUCTIONS*

## **BAR INVENTORY INSTRUCTIONS**

Please read the following pages. The liquor has been set up under the stage in a designed order.

Please do not change the location or the order in which it has been set up. When you are finished using a bottle please place the bottle back where you got it from.

The liquor is set up so that each station has everything it needs. Place all empties in the baskets under the sinks, in your section.

### **Speed Rack**

The speed rack holds 31 bottles; you may change the order while you work your shift. By the end of your shift please return it back to the original order. The backup for the **SPEED RACK** will be located under the stage, towards the center.

### **Top Shelf**

Each station has a **TOP SHELF** location. The par should be two bottles. One bottle should be open at all times. When you are finished with the bottle make sure you place it back in the same location. If bottle is finished place pourer on new bottle.

### **Premium**

The **PREMIUM** liquor will be located next to the stairs under the stage in plain view for management to see. These are our more expensive liquors. Please learn about these liquors if you haven't sold them before. These are some of the liquors you will earn a bonus on. Make sure they are brought back to their original location after each use.

### **Specialty Liquor**

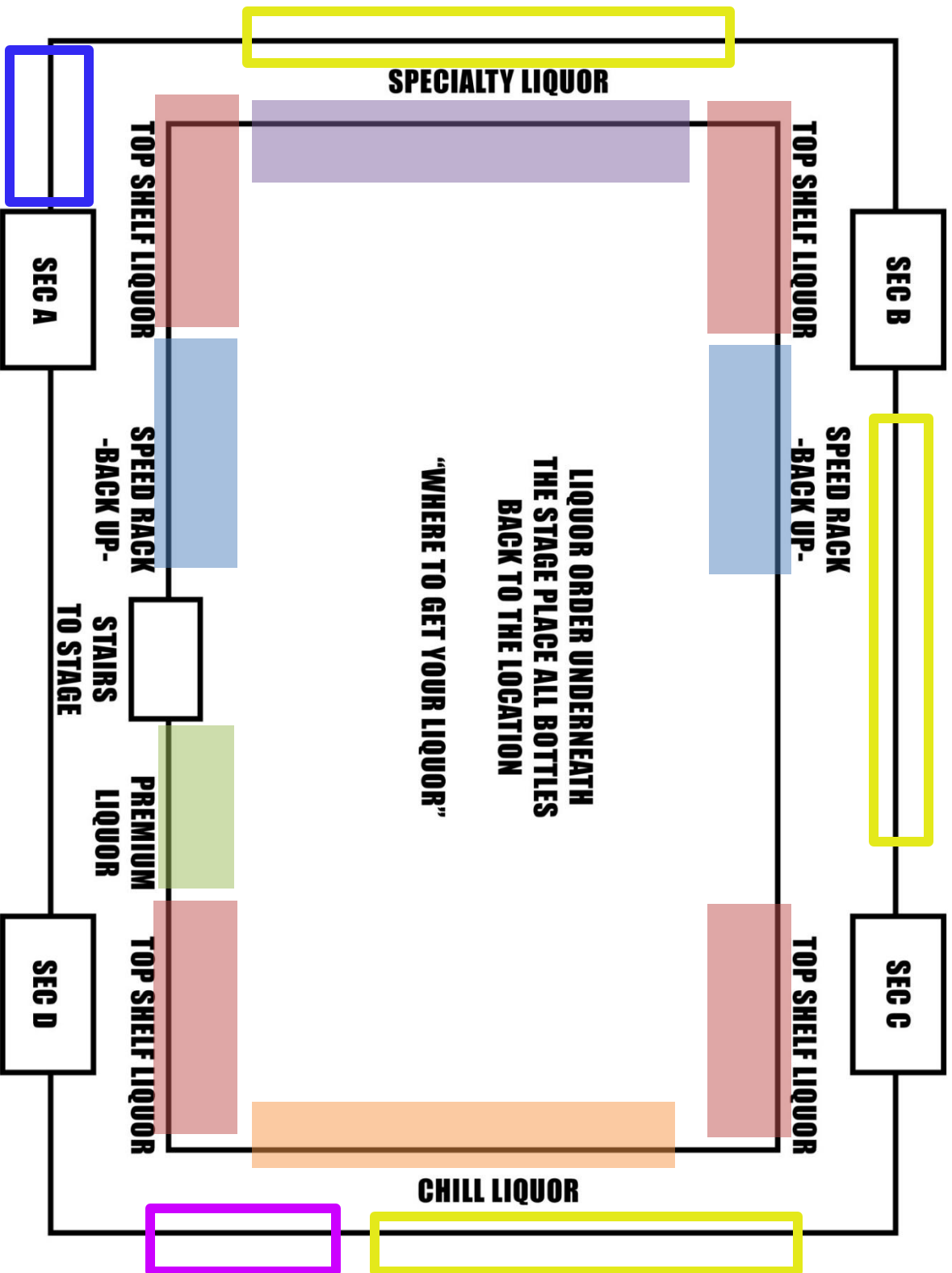
**SPECIALTY LIQUOR** is liquor that may come and go. In the specialty section you will also have Grenadine and Vermouth if needed. You may take a bottle and keep it in your section if someone is drinking this flavor.

### **Chilled Liquor**

This section is designed for all the backups of the chilled liquor. If you empty a bottle of chilled liquor place it in your basket and go to this section for backup.

Please remember to check all the **color caps** on the bottles to make sure you are charging the correct price. If a bottle doesn't have a pourer on it, please refer to

your price sheet. Always check the display after ringing up your drinks



## **LIQUOR LOCATION BEHIND THE BAR & PAR**

### **Speed Rack**

Casamigos Blanco  
Casamigos Reposado  
Kettle One  
Ketel Orange  
Ciroc Peach  
Ciroc CoCo  
Ciroc Apple  
Grey Goose  
Titos  
Bacardi  
Tanquerary  
Jack Daniels  
Jameson  
J.W. Black

### **Speed Rack**

Prem Red Wine  
SKYY vodka  
Dewar's White Label  
Cuervo Gold  
Roses Lime  
Triple Sec  
Cruzan/Malibu  
Coconut  
Captain Morgan  
Southern Comfort  
Razzmatazz  
Peach Schnapps  
Apple Pucker  
Kamora  
Amaretto  
Blackberry Brandy  
White Crème Cacao  
Melon  
3 Olive Cherry Vodka

### **Top Shelf**

House Red Wine  
Belvedere  
Stoli Vanilla  
Stoli Raspberry  
Clase Azul Reposado  
Don Julio 1942  
Don Julio Reposado  
Don Julio 70  
Deleon  
J.W. Blue Label  
Chivas  
Crown Royal  
Makers Mark  
Hennessy VS  
Remy Martin VSOP  
Grand Marnier  
Carolan's  
Liquor 43  
Sambuca

### **Super Premium**

Hennessy XO  
Hennessy VSOP  
Remy 1738  
Hendricks  
Yamazaki 12Yr  
Yamazaki 18Yr  
Macallan 12 Yr.  
Macallan 15 Yr  
Macallan 18 Yr

### **Beer Coolers**

Prem White Wine  
House White Wine  
Rumchata  
Fireball  
Jägermeister  
Margarita Mix  
Syrup

### **Specialty liquor 1**

Rumchata  
Fireball  
Blue Curacao  
Bacardi Limon  
Sweet Vermouth  
Dry Vermouth  
Campari  
Cruzan/Malibu Pineapple  
Grenadine

### **Specialty liquor 2**

Ruffino (Btl)  
Frangelico  
Absolute Citron  
Jägermeister  
3 Olive Espresso  
Jack Daniels Honey

### **Champagne Cooler (D)**

Santa Marg (Btl)  
Splits  
High Noon  
Long Drink  
Champagne

### **Section (A) Cooler**

Water  
Perrier  
Red Bull  
Long drink  
O'douls  
Modelo  
Michelob Ultra  
Stella Artois

# TABOO

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## VODKA

Absolute Citron  
Stoli Vanilla  
Stoli Raspberry  
Ketel Orange  
Kettle One  
Ciroc Peach  
Ciroc CoCo  
Ciroc Apple  
Titos  
Grey Goose  
Belvedere  
3 Olive Cherry Vodka  
3 Olive Espresso  
SKYY vodka  
SKYY Pineapple

## GIN

Hendricks  
Tanqueray

## RUM

Bacardi  
Bacardi limon  
Captain morgan  
Cruzan/malibu coconut  
Cruzan pineapple

## BRANDY

Blackberry Brandy  
House Brandy

## TEQUILA

Cuervo Gold  
Deleon  
Casamigos Blanco  
Casamigos Reposado  
Casamigos Mezcal  
Casamigos Cristalino  
Cafe  
Clase Azul Reposado  
Don Julio 1942  
Don Julio 70  
Don Julio Reposado

## WHISKEY

Jack Daniels  
Jack Honey  
Jameson  
Crown Royal  
Dewar's White Label  
Chivas  
J.W. Black  
J.W. Blue Label  
Macallan 12 yr.  
Macallan 15 yr  
Macallan 18 yr  
Yamazaki 12yr  
Yamazaki 18yr

## BOURBON

Makers Mark  
Bib & Tucker

## COGNAC

Hennessy vs  
Hennessy vsop  
Hennessy xo  
Remy martin vsop  
Remy 1738  
Louie xiii 100 yrs

## LIQUOR CORDIALS

Fireball  
Rumchata  
Kamora  
Frangelico  
Caroline's  
Sambuca  
Liquor 43  
Jägermeister  
Campari  
Grand Marnier  
Razzmatazz  
Sloe Gin  
Southern Comfort  
Amaretto  
Peach  
White Crème Cacao  
Apple Pucker  
Melon  
Blue Curacao  
Triple Sec  
Roses Lime  
Sweet Vermouth  
Dry Vermouth  
Grenadine

# TABOO

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## HOUSE WINE (GLASS)

Red 1.5L  
White 1.5L

## PREMIUM WINE (GLASS)

White Premium  
Red Premium

## WINE BY THE BOTTLE

Ruffino Chianti  
Santa Margarita Pinot Grigio

## REDBULL

RedBull  
Red Bull Sugar Free

## MIXES & SYRUPS

Margarita  
Strawberry Margarita  
Spicy Margarita

Pasion Fruit Syrup  
Lychee Syrup  
Coconut Syrup  
Guava Syrup

## HIGH NOON

Peach  
Ice Tea

## LONG DRINK

Regular  
Sugar Free

## BOTTLE BEER

### Domestic Bottles

Budweiser  
Michelob Ultra  
Coors Lite  
Miller Lite  
O'Douls

### Import Bottles

Heineken  
Heineken Light  
Stella Artois  
Modelo  
Corona

## WATER

Fiji Bottle Water  
Perrier Sparkling

## OTHER BEVERAGE

Soda – Gun – Coke, Diet, 7UP, Ginger Ale, Club  
Tonic - Bottle  
Juice  
OJ, Cran – Gun Pineapple – Can  
Coffee, Espresso, Cappuccino - Kitchen

# TABOO

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## BOTTLE SERVICE

Grey Goose 750  
Tito's 750  
Ketel One 750  
Jack Daniels 750  
Jameson 750  
Johnny Black 750  
Hennessy 750  
Patron Silver 750  
Casamigos 750  
Casamigos Rep 750  
Buchanan 750  
Casamigos Cristalino 750  
Clase Azul 750  
Don Julio Reposado 750  
Don Julio 1942 750  
  
Clase Azul 375  
Gentleman Jack 375  
Martell 375  
Hennessy Vsop 375  
Jw Blue 200  
Stoli Elit 375  
Don Julio Rep 375

## CHAMPAGNE

Moet Imperial  
Moet Nectar  
Moet Ice  
Moet Rose  
Veuve Clicquot  
Moet Ice Rose  
Moet Nectar/ Rose  
Veuve Clicquot Rose  
Ace Rose  
Ace of Spades  
Dom Perignon  
Cristal  
PJ Rose  
Splits

## Glassware 1



**Coffee Mug**

10 oz

9 oz



**Brandy Snifter**

Cognac, Brandy



**Shot Glas**

Single Shots  
Layered Shots

1 oz

8.5 oz



**Wine Glass**

Red Wine  
White Wine



**Rocks Glass**

Straight Liquor Rocks  
1 or 2 Liquor  
Cream Drinks

4 oz



**Highball Glass**

Mixed Highballs  
2 Liquor Drinks

9 oz

8 3/4 oz



**Martini Glass**

Martini, Cosmo,  
Margarita

# TABOO

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## Glassware 2



6 OZ

### **Champagne**

Champagne and  
Mimosa



14 OZ

### **SHAKER**



14 OZ

### **Mixing Glass/ Soda Glass**

3 Liquor or more  
Fountain Soda & Juice



### **Carafe**

Soda, Juice for  
bottle service

1 L



1 L

### **STORE N' POUR**



1 OZ

### **Jigger**

Used for measured  
pouring of alcohol

1.5 OZ

# TABOO

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## **AM BARTENDER OPENING PROCEDURES**

- Arrive at 11:00 AM
- Wipe down liquor bottles and drop in the speed rack
- Wipe down sinks, tops, and rinse out sink bins
- Lay out all bar netting and put down all glassware
- Fill sink from left to right – Brush (soap)- Rinse (clear water)- Sanitize
- Wipe down soda gun and run it very briefly
- Wipe down bar top with a fresh bar towel and seltzer water
- Clean and wipe down your register
- Check your top shelf liquor and make sure all bottles are flagged
- Check the color caps on your liquor bottles and make sure they are correct
- Open all wine in the cooler make ready for service
- Inventory each station: Short Shaker, 16oz Glass Shaker, Tall Tin Shaker, Bar Strainer/ Jigger
- Check your opening supplies:

Water 8 each

Register Tape- 2 Rolls

Guest Check Holders- 4

Dinner Napkins- 1 Stack

Fill Soda Straws

Fill Cocktail Straws

Fill Cocktails Napkins

Pineapple Juice 6 each

Crushed Pepper- 2

Grated Cheese- 2

A1 Sauce- 2

Silverware

Pens

Stapler

- Check Garnishes from the night before, cut fruit as needed
- Stock glassware appropriately around the bar
- Wipe down all menus
- Set up flyers on bar top as instructed by manager
- Check beer stock and miscellaneous beers

# TABOO

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## **PM BARTENDER CLOSING PROCEDURES**

With Bar Back

The last bartender in the building for her shift will have to leave her station open to the very end of the night. She is also responsible for the last of all glassware around the bar and in the ladies dressing room.

- Make sure all dirty glasses in an around your section are washed and put away
- Wipe down speed rack and soda gun
- Wipe down speed rack bottles and place them on the bar top
- Wipe down the top shelf bottles and flag all pourers and return bottles to their proper place
- Wipe the bar down with damp bar towel
- Place all glassware on top of bar
- Rinse all netting and place over the glassware
- Replenish all napkin holders with straws and napkins after Bar Back finishes cleaning
- Wipe down all bar flyers, separate and place them in designated area
- Wipe down all champagne menus and plug in to charge
- **Wipe down and place all food menus and plug in to charge**
- Empty all sinks

TABOO

MENS CLUB

**VIII. CHAT SUITES  
AND SERVICES**

# TABOO

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## **CHAMPAGNE SUITES PROCEDURES**

### **(Bartenders)**

The Champagne suite has been put together to offer our guest an opportunity to spend time with his favorite dancer and enjoy the fantasy of her company in a more private setting.

If the dancer or guest asks you, the bartender, about the Champagne suite, you may give him the basic details on how it works, but we would like the manager to speak to the guest and finalize the sale.

The manager will speak to the bartender and describe the method of payment. The bartender will then take it from there. Although the manager oversees the shift, it is the responsibility of the bartender to keep track of the time. If the bartender is very busy, management should work with the staff to insure that the room starts and finishes on time. If the guest wants 2 dancers, the second dancer gets rang up @ \$100 as shown on the register. The guest must also pay her fee as well.

If it is...

#### **Cash:**

You will collect the money and ring up the sale on the register. You will then collect the money for the dancer. This money will go to the manager immediately after you come back upstairs from taking your customer to the champagne suite.

When you turn in the money you will write up a slip with the dancer name, Suite # and time they began the suite. If you are busy ask the manager to fill this out for you.

#### **Credit:**

If it is credit please inform the guest that there will be a 20% charge on funny money (CA) for the dancer. You must gather all information requested just as if you are creating a credit card tab. While everything is getting approved you may ask the guest what type of bottle would they like. Once you get the credit card information back from the manager and the customer's signature, you are ready to go downstairs with the dancer and guest.

### **PLEASE READ**

**Due to the nature of our industry Pricing may change. Please speak to your shift manager regarding Champagne suits and Buddha Room (Pricing, Policy and Procedures)**

Notes:

- No complimentary Champagne, Drink or Water
- Suites are ½ hour long
- The guest never goes down without you
- Bartender must check on the suite 5 minutes before time is up
- Bartender is responsible for stopping and pointing out the rules to the champagne suite
- Bartender is responsible for getting the room cleaned
- Any drinks or Champagne brought down is to be paid for first, either on a tab or cash
- Don't spend more than 1 minute downstairs

# TABOO

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## **The Buddha Room**

The Buddha Room is located on the main floor. It serves as a dual purpose. It can be used as a champagne suite or a small party room.

As a champagne suite, the minimum cost is \$225.00 for 45 minutes for the house and \$225.00 for the dancer. If it's a credit transaction there will be a 20% charge on the \$225 for the dancer = \$270.00. Total cost credit \$495.00. Cash \$450. Follow the same procedure as you would for a champagne suite.

If guests are looking to use the room to lounge in while keeping the door open and shades up, they will need to speak to the shift manager that is on duty.

### **PLEASE READ**

**Due to the nature of our industry Pricing may change. Please speak to your shift manager regarding Champagne suits and Buddha Room (Pricing, Policy and Procedures)**

# TABOO

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## How to serve champagne

1. Present the bar top champagne menu to your guest. Ask him if he is in the mood for something sweet or dry. (Brut = Nearly Dry Rose = Sweet)

Always suggest two bottles. For example if he wants something sweet suggest Moet Nectar and Moet Ice. Or if he wants something dry suggest Dom Perignon or Veuve Clicout. If you notice, both suggestions are an upsell.

2. When your guest makes a selection retrieve the bottle. Place it on ice. Fill ice bucket  $\frac{1}{4}$  and some water so you are able to sink the champagne bottle easily in the bucket. Take out three glasses and cocktail napkins assuming that your guest is with a dancer. If not I'm sure it's for you and your guest.
3. Before you open the bottle, show your guest the label cork facing away from everyone. Tilt the glass and pour the champagne  $\frac{3}{4}$  to the top. Toast.
4. Check your guest often. Keep the champagne flowing. As the bottle is finished turn the bottle over in the bucket. Let the bottle sit for five minutes unless your guest asked for another bottle right away. If not, ask your guest and repeat the procedure. If not then remove the bucket and place a bottle in the crate

TABOO

MENS CLUB

**IX. EMPLOYEE JOB  
DESCRIPTIONS**

# TABOO

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## **BAR BACK JOB DESCRIPTION**

### ***Bar Back Opening Procedures***

- Empty all trash cans and replace them with new liners
- Fill ice bins to the top
- Change all sink water in every section
- Stock and rotate all beer coolers if necessary
- Breakdown all boxes and send to trash
- Sweep the bar floor and start out clear of debris

### **Bar Back Shift Work**

- Change the water in all sections at least twice a night
- Wash as many glasses as you can during the night as long as it doesn't get you behind in the bulk of your work
- Sweep behind the bar, keep all the debris and broken glass off the floor
- Cut fruit and replenish garnish during the night
- Check color caps on all liquor bottles make sure they are correct

### **Bar Back Closing Procedures**

- Collect all napkin holders and menus, wipe them down and place all four on the bar by DJ booth
- Wipe down menu holders and place all food menus and champagne menus in designated area
- Stock all beer coolers 10 inches from the top
- Stock the Red Bull cooler (FULL)
- Burn all Ice Bins and make sure it is left clean of all debris
- Retrieve all glassware from the ladies dressing room and the VIP Rooms before last call  
**Note: The last bartender in will have to keep her section open, take this glassware to her section**
- Lay out all empty liquor bottles on one side of the stage Section D to Section C and separate the bottles by sections; IE Section A bottles, Section B bottles, Section C bottles, and Section D bottles  
**Note: Place the VIP champagne bottles under the register it came from**
- Write up the bottles on the usage board and have the manager sign it
- Place all the new liquor bottles in back of the empties
- If you don't have a new bottle to replace the empty with please note it in the small in column lower right "IOU"
- Condense all garnishes that are still good and cover them with saran wrap and place them in Section D on the beer cooler

## TABOO

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### **Bar Back/ Bouncers VIP Area**

When working with a VIP hostess or bartender. She may need your help in setting up a VIP room. Never set up a room without a hostess or bartender. Bring up the champagne unopened in ice bucket, glassware, and a fruit tray.

- Remove all glassware, fruit trays, and food from VIP room
- Remove champagne bottle and bucket from VIP room (ask hostess or bartender where it goes)
- Wipe down cocktail tables when finished

### **Kitchen (Cook)**

Last call for food is at 1:20 AM & 2:20AM.

The cook should come out and collect:

- All Ketchup bottles
- All salt and pepper
- A-1 sauce and Tabasco sauce
- Grated cheese and crushed pepper

**This should all be brought to the kitchen for replenishing and cleaning.**

# TABOO

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## Doormen – Bouncer Policy & Procedures

### Dress Code

Front Doormen: Black Jeans, Black Polo (TABOO), Black Sport Coat

Bouncers: Black Jeans, Black Polo (Black Long Sleeve Underneath)

### Policy – Procedures

#### Front Doormen.

This position is very important at TABOO. You are the first person our customers will meet and the last person to say Goodnight. Please greet our customers enthusiastically with “Hello, welcome to TABOO” and “Good night, drive safely”. Remember we want them to feel safe and secure.

- In the event of a conflict with a customer regarding any TABOO entrance policy please get the manager on duty. It’s their call.
- Know when you start your shift the cut off date for the age of 21 years old.
- Never leave front door unattended.
- Please check everyone that enters ID use the age of 35 as a bench mark. If you are skeptical ask for a second ID.
- Intoxicated patrons will not be allowed in. Please offer them a taxi, see management.
- All females get their ID checked. As well, ask for a second ID, if you are skeptical.
- Check all ID’s in view of the camera.
- With NO exceptions, no one under the age of 21 years old is permitted in the building at any time. If it’s a dancer who wants to audition, wait at the front door for the manager, they must also show ID. If you told that an individual is a driver and is under age it must go through the manager with no exceptions.
- If you feel you need to pat down any customer, please, do so professionally.
- Please enforce dress code, any conflicts please get the manager on duty.
- No hat policy. No chains. No Sullies. No colors. No helmets. No baggy sweaters, work boots etc...
- All hats helmets etc. must be kept at coat check or in their vehicle.
- Women never get pat down, but you may ask them to open their purse. Please make sure this is done in camera view.
- During the winter months please try them to check their coats if they would like.
- Law enforcement must leave the guns in the car, no fire arms allowed in the club. See manager.

## TABOO

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- Absolutely no glasses or bottles are to leave the building with a customer or staff.
- Last call is at 1:40 and 2:40, the doors get locked at 1:45am and 2:45am. No exceptions
- No front doorman is to eat at the front door, please have 2<sup>nd</sup> bouncer cover the door while you eat in the bar area, never leaving the floor, please try to eat before your shift.

### **Bouncer: Back door.**

This position is responsible for the back exit of the bar and the entire main floor.

- All employees and dancers must exit the front door.
- All customers should exit front door, if the exit through the back, they must return through the front.
- Absolutely no customer or off duty employee or dancer is allowed to downstairs.
- Please always check the dancer area, no girls are to stand on the chairs, no customers are allowed to “mull” the dancers, no lewd acts will be tolerated, never interrupt unless it’s very obvious, and or tell the manager which dancer is committing a lewd act.
- Please manter the ladies upstairs bathroom which is only for female customers, make sure door is always locked. Anyone needed to use this bathroom must be let in with a key.
- Please keep an eye on ATM machine, make sure no one vandalizes.
- When there are only 2 security staff on duty please check men’s room once in a while make sure no one vandalizing the bathroom.

### **Bouncer: Floater.**

The floater will maintain position either inside the front entrance or the club by the curtain or next to the manager podium.

- Responsible for the main floor.
- Must watch front door, front doorman may need to leave post to get manager or you may need to get the manager.
- At last call the floater circles the bar pulling out bar stools and asks everyone to exit the building with “please”, “thank you”.
- Please keep an eye on ATM, make sure no vandalism.

# TABOO

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## General.

It is our goal to prevent any and all altercations: This means we step in before an altercation occurs. This is why we don't watch TV or our cell phones all night should any altercation occurs we separate the parties. Front & back of building we escort the first party out. When they have left the building & property we escort the second party out, no one stays, please see management.

- Please limit your cell phone usage. If you at the front door for the night you are not allowed to watch TV or be on your cell phone. You must have your phone on vibrate, ready to answer any call from manager or owner.
- If Law enforcement enters, or ABC enter please get the manager immediately.
- Everyone must be out of the building by 1:55 am and 2:55am. Any conflicts please see manager. Managers desertion.
- Any altercations please protect yourself and the staff. Never touch a customer at any time unless you are protecting yourself or the staff.
- At last call we never yell or scream "everyone out" we politely ask everyone to exit the building and come back tomorrow, "thank you".
- No drinking alcohol at any time while on duty, if you caught doing so you will be terminated.
- Last bouncer to leave with manager must make sure all roll down gates are secure and the front gate is closed.
- No smoking in this building.

# TABOO

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## Parking Lot Security

**Hours:** Start time: 7:00 p.m. Sharp! - Finish Time: 2:15 a.m. or 3:15 a.m.

**Dress Code:** Taboo Jacket with black jeans and sneakers (no work boots). If you are not dressed as required you will be sent home.

### Job responsibilities:

1. Stand outside and secure the cars in the parking lot.
2. Greet customers as they arrive in the building.
3. If it's raining use an umbrella to walk the customer in.
4. Help guide the customer out of their parking spot when they are leaving.
- 4a. Never assume anyone can back out easily, always help a customer back out immediately.
5. Park the dancers' cars against the south fence.
6. Lay out the cones on the south wall for VIP card members only.
7. Never charge for parking.
8. Never park or move a car AT ALL \_\_\_\_\_  
(initial)
9. Walk around the building, check and secure the parking lot every 15 minutes.
10. If you see any dancers in the car with customers during the night let the Manager know.
11. If you see customers exchanging ID's let the front Doormen know ASAP.
12. If all the spots are taken and cars are double-parked, but VIP spots are open, you must allow the customer to park there.
13. When a customer pulls in looking to park, please direct them into a parking space. Ask them if they have a VIP card; if they say yes, tell them about VIP parking.

### The only reasons to be in the building:

1. If a customer pulls in and they are extremely intoxicated, let the Manager know.
2. If a customer is leaving and he is noticeably intoxicated, please hold up the customer. Tell him that you will be glad to get him a cab, and immediately tell the front Doorman.
3. You may order food. You may have a ½ hour stand up break (on premise).
4. You may go inside to use the restroom.