



Bar manual

Congratulations!

You are now Bar Responsible for a week at the Women's Camp on Femø.
This means that it is **your responsibility** to:

- **make sure there are drinks in the camp,**
i.e. keep track of what we have and what we lack
- Arrange for return deposit
- **Keep order** around the bar
- **Hand over to the next week's bar responsible.**



We wish you every success in your work!





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General information about your responsibilities as a bar responsible

At the Women's Camp we pay beer, water, wine, booze and our hot bath with stickers (tags), which the participants buy from the bar responsible.

When buying drinks, you pay by putting a sticker on the label of the bottle or on a sheet behind the bar. When buying a hot bath, you pay by putting a sticker on the sheet of paper that hangs by the bath.

Before the week

If you have wishes/expectations for a certain amount of beer, water, or stronger alcohol your week needs before Monday, you can contact the bar responsible on the camp phone in relation to:

- Wishes for quantities of beer and water to be in the inventory from Saturday to Monday.
- What needs to be refrigerated for you, so you start the week with cool drinks.

NOTE: Dagrofa only delivers **Monday and Friday**, so be foresighted – or drink what is. 😊



Ordering beverage items

- Purchases of all beverages with the exception of wine and Femø Apple Juice are made by ordering via Dagrofa's web shop www.dgfs.dk.
- On the tablet in the kitchen, a browser will open, where you need to open Dagrofa's website. The bar list is located as favorites list 3 – bar – on the tablet.
- Log in with username 30164245, Code Fe30164245
- Write in your order, which you have prepared by counting up in the camp and in the barn, and decided what you want to order on Appendix 1: Counting stock – for handover and ordering
- NOTE: If you wish to return the deposit, please put the quantity and type in a comment to the order before you press send. If there are several types, they should be mentioned separately.
- If problems when ordering, please contact customer service
- Delivery is made exclusively
 - Monday (order no later than Sunday before 10 am) and
 - Friday (order no later than Thursday before 10 am).
- NB: We can actually order goods up to 23:00 – BUT the earlier we order – the more sure we are that they have the goods. This means that if the bar order is placed before 10.00, the kitchen responsables can order accordingly (before 12-14.00). And with the option to add a few things until 11 pm – then you should be really ok. 😊
- Coordinate the pick-up of foods and drinks with the truck and kitchen responsables.
- Dagrofa only delivers what they have in stock, so check if the delivery note matches what we have received and what we have ordered / paid for!

Apple juice

We sell the local Femø apple juice, produced by Syss Dueholm +45 4085 7275.

It is traded through Inge-Lise Bisted – order by phone +45 21 92 02 76

Wine

Pre-purchased at favorable prices in Irma in Lyngby and is not supplemented at the camp. That is, make sure that you have all types of wine down in the camp, and rations, so there are for the other weeks of the summer. See separate counting slip. 😊

Week short in relation to ordering and pick-up

- On Saturday, take over the bar. Count up in the camp and in the barn, and decide what you want to order. Use Appendix 1: Counting stock – for handover and ordering – it is valid for the whole week.
- On Sunday, you must order items for delivery on Monday before 10.00 (as mentioned, you can order some items until 23.00).
- On Sunday evenings no later than 22-22.15, you drive to the harbour and place the return deposit in the trailer at the ferry berth. You also need to ensure that the trailer comes with



the ferry over. Last ferry leaves 22.30. Coordinate with the kitchen responsables and/or truck responsables, so that you are at least 3 to pull it if it needs to be towed. (See more about packing return deposit later).

- Monday morning: Delivery from Dagrofa takes place in Kragenæs between 6 am and 10 am, where they reload cages to the trailer. Cages with refrigeration/freezing are supplied with thermal caps. The driver sends a text message to the camp phone when the trailer is loaded. The delivery arrives in Femø (by ferry) either at 10.45 am or at 12.45 pm if they are late. There you must stand at the port and pick up the goods together with the truck and kitchen responsables. Thermo caps and cages must remain in the trailer. Check if the delivery note matches the items there are (and what you have ordered).
- Wednesday after 12 noon: Check the camp phone for messages from the next week's bar responsables, where they have written/called any special requests for the inventory. Count up in the camp and in the barn, and decide what you want to order. Use Appendix 1: Counting stock – for handover and ordering.
- On Thursday, you must order items for delivery on Friday before 10:00 am. If no special requests from the next week, order so there is a reasonable selection of everything.
- Thursday evening, e.g. 22.-22.15, you drive to the port and place the return deposit in the trailer at the ferry berth. You also need to ensure that the trailer comes with the ferry over. Last ferry leaves at 01:00. Coordinate with the kitchen responsables and/or truck responsables, so that you are at least 3 to pull it if it needs to be towed. (See more about packing return deposit later).
- Friday morning: Delivery from Dagrofa takes place in Kragenæs between 6 am and 10 am, where they reload cages to the trailer. Cages with refrigeration/freezing are supplied with thermal caps. The driver sends a text message to the camp phone when the trailer is loaded. The delivery arrives at Femø ferry either at 10.45 am or at 12.45 pm if they are late. You have to stand at the port and pick up the goods together with the truck and kitchen responsables. Thermo caps and cages must remain in the trailer. Check if the delivery note matches the items there are (and what you have ordered).

Phone numbers

Femø phone+45 30 22 06 65

The phone is located in the cod roe tin can next to the knife block in the kitchen. It is used to coordinate with Dagrofa and the next week's bar responsables.

Orders are made on Dagrofa's webshop, which is loaded into the browser on the camp's tablet:
<https://webshop.cateringengros.dk/Accounts/Login?returl=%2Fda%2Fmenu%2Fdrikkevarer%2Fspiritus> Log in with username 30164245, Code Fe30164245

All inquiries about complaints or other challenges are made to customer service.

Lolland Ferry Services



Put a deposit on return bags on trailer at the ferry berth before the last ferry respectively. **Sunday and Thursday**, the day before goods delivery. They must return with the same trailer as the goods arrive in Kragenæs the morning after.

Contact: Max Møller Christensen, Head of Crossing, tel.: 2177 3685, mamch@lolland.dk

Femø Harbour Høker +45 5460 5400

NOTE! All purchases must be paid in cash – we no longer have an account!

Fixed opening hours: Mon + Thurs + Sat 9.00 -12.00. Tue + Wed + Fri 15.00 – 18.00. Sunday closed

First day at camp

Including:

- Transfer of bar
- Inventory overview
- First introduction
- Prices

Transfer of the bar

1. Get the key to the locker in the common tent from week or economics responsables.
2. In the closet in the common tent you will find the bar folder that is valid for all weeks.
3. Find the stickers. It consists of one or more binders or a box in which are sorted into charteks with the same number of sheets/stickers. NOTE: From 2023, stickers will be sold together with the economics responsible – and there is only one cash box that the economics responsible sits with.
4. Take care of the stickers. All sheets are registered and, in principle, count as cash. Therefore, keep the sticker binders in the locked cabinet together with the cash box.

Inventory overview

Count up in the camp and in the barn what are of which drinks (use the Counting and Order Form, see Appendix 1). If needed: Pick up more for the evening and the following day.

1. Agree with the truck responsible:
 - a. when you want to pick up drinks from the barn
 - b. When to pick up goods from the port (Mondayday and Friday – probably at 8 am).

First introduction

The first intro is takes place at the welcome meeting before the first sticker sale, and can be elaborated on the tour of the camp for the newcomers. Explain to the femøists how the "bar" works and how you would like it to run.

Key points:



- Femøists can buy stickers from the economics responsible. The stickers cost DKK 10/piece and can be refunded at the end of the week or used for the reunion party. Therefore, buy plenty.
- The femøists write their names on the stickers and can put them in the tag folder in the common tent. The sticker folder is sorted into alphabetically ordered charteks, so it's easy to find one's name.
- The femøists themselves take what they want to drink and put labels on as payment.
- Stickers must be put on the label of the bottle, otherwise the stickers will easily come off.
- If the femøists go to the høker and pick up beer privately, etc., there are of course no stickers on the beers. After all, they are already paid.
- Empty bottles, etc. are sorted behind the common tent in the boxes. Drinks purchased outside the camp are provided separately.
- Demonstrate the measuring cup of 2 cl. for the femøists.
- Femøists who bring their own drinks can, for reasons of limited refrigeration space, only very small quantities. These goods must be clearly labelled with a name.

Prices in stickers

• <u>Booze (2 cl.)</u>	<u>1 sticker per 2 cl.</u>
• <u>Beer all kinds (incl. 0%)</u>	<u>1 sticker</u>
• <u>Somersby</u>	<u>2 stickers</u>
• <u>Wine (incl. Cremant Dulon (white bubble):</u>	<u>7 stickers per bottle</u>
• <u>Giordino rosato (pink bubble)</u>	<u>6,5 stickers per bottle</u>
• <u>Non alcohol bubble</u>	<u>6 stickers per bottle</u>
• <u>Cardboard wine, 15 cl.</u>	<u>1 sticker per glass, 15 cl</u>
• <u>Spring water (50 cl)</u>	<u>1 sticker</u>
• <u>Forward soda (25 cl)</u>	<u>1 sticker</u>
• <u>Coca cola, Fanta, Faxe etc. (25 cl)</u>	<u>1 sticker</u>
• <u>Cocio 25 cl.</u>	<u>1,5 sticker</u>
• <u>Femø apple juice (approx. 70 cl)</u>	<u>3 sticker</u>

During the week

Ordering goods

- Purchase of all beverages with the exception of wine and Femø Apple Juice, is done by ordering via Dagrofa's website.
- On the tablet in the kitchen, a browser will open in which you need to open Dagrofa's website dgfs.dk. The bar list is located as favorites list 3 – bar – on the tablet.
- NOTE: Only buy what is pre-selected as a favorite on the list, so we retain the calculated profit for the camp.
- Delivery is made exclusively
 - Monday (order no later than Sunday before 10 am) and
 - Friday (order no later than Thursday before 10).They only deliver what they have in stock.
- Coordinate the collection of goods with the truck and kitchen responsables.

Collection of goods at port and barn

- Coordinate with food and truck responsables to pick up goods at port and barn
- Order items

Cooling of beverages

- In the camp there are two large boxes where the drinks are kept cool with cooling packs that must be changed daily.
- There is a fridge and freezer in the barn, where food takes precedence. However, consult and agree with the kitchen responsible on an ongoing basis how much cooling space you can get for the drinks and how many freezer elements there are for you.
- Ordered drinks are lukewarm. It is therefore recommended to cool them down in the barn's refrigerator before they come down to the camp. Otherwise, they will not get really cold, and the cooling elements will quickly lose effect.

Check the stickers on the empty bottles/packaging

- If too few stickers are placed, you can get the femøists to "tag " during a joint meeting
- Sell stickers to the femøeists when needed.

Fill up the bar

- This involves both daily securing of cold drinks at the camp and picking up wine from the barn, and ordering 2 times during the week. How you order goods and at what prices are described elsewhere in the document.
- Collection of goods: Check the delivery note upon delivery to see if it matches what was delivered.

Make ice cubes

- Ice cube bags can be found in the barn next to the mobile charging station. Make sure there are enough bags for the next week.

Clean-up in the bar area

- Behind the common tent, there are beer and soda boxes. These need to be sorted before they need to be returned. In addition, there must be a box for glass bottles and one for the femøists'drinks.
- Clean up after parties – empty and collect all recycled plastic glasses together and line up for the dishes – preferably soaking.
- It is everyone's responsibility that the camp is cleaned up, but the bar responsible has a special responsibility to keep extra order in the bar area – including washing both containers before the next week arrives.

Return system

- Make a comment on the order on the web store about what types of deposit you deliver and the quantity.
- Return deposit - **Empty bottles in full boxes** - sent back by ferry the day before goods are to be picked up from Dagrofa at the harbour. They are placed on the trailer at the ferry berth on Sunday and Thursday (before the latest departure). The ferry takes the return deposit with it, so it is ready to return the morning after, with the same wagon when the goods arrive in Kragenæs.



- Sort plastic returnable deposit bottles into one bag and cans into another bag. The bags must be counted and a label must be put in the chartequé with numbers on it. Tie the chartequé firmly with a string.
- The amount and nature of the deposit is written in the comments field during the order at Dagrofa before printing send.
- Apple juice bottles are dropped off at the port.

Prices and goods

The sticker price is set at DKK 10.

Prices and product range are decided from home by the bar group. The assortment is added to the favorite list Bar 3 on Dagrofa's website, which is default on the camp's tablet. You cannot change prices and assortment on the week, because then economy and sticker price do not fit.

Purchase prices at Dagrofa 2023

Product number	Cider	Price 2023	Unit price	Stickers of 10 kr
279873	Somersby blackberry 4.5%, 24 x 33cl	262,80	10,95	2
279872	somersby apple ds 4.5%, 24 x 33cl	262,80	10,95	2
Soda				
321638	Harboe Danish Water Citrus 6 x 50 cl	16,52	2,75	1
318686	Coca Cola 30 x 25 cl	142,40	4,75	1
300485	Ginger beer, caribea 24 x 33 cl	151,50	6,31	* For party only
299101	Orange water soda 24 x 25 cl	81,10	3,38	1
299087	Raspberry soda 24 x 25 cl	81,10	3,38	1
299069	Energy stone soft drink 24 x 25 cl	81,10	3,38	1
299063	Apricot soft drink 24 x 25 cl	81,10	3,38	1
295462	Schweppes tonic, 30 x 25cl	155,00	5,17	1
293962	Coca Cola Zero 30 x 25 cl	142,40	4,75	1
123821	Faxe Kondi 30 x 25 cl	90,30	3,01	1
236741	Orange juice, 1 ltr, Rynkeby	15,40	--	* For party only
Liquor				
316947	Bombay dry gin 37.5% 70 cl	134,30	3,84	1
208049	Jameson whisky 70 cl	155,12	4,43	1
296400	Aperol 11%, 70 cl	139,00	3,97	1
194229	Tequila Olmeca Reposado, 38% 70 cl	184,91	5,28	1
149541	Schmirnof vodka, 40%, 70 cl	99,00	2,83	1
55524	Capt Morgan Spiced compartment, 35%, 70 cl	125,04	3,57	1
55011	Bailey, 17%, 70 cl	139,50	3,99	1
Water				
283831	Spring water First price, 20 x 50 cl	41,40	2,07	1
265240	Spring water Aqua with soda, 12 x 50 cl	27,90	2,33	1
Beer				
318724	Carlsberg 30 x 33 cl	141,30	4,71	1
318721	Tuborg 1874 classic, 30 x 33 cl	143,80	4,79	1
318688	Tuborg 30 x 33 cl	141,30	4,71	1
292139	Odense classic, 30 x 33 cl	104,80	3,49	1
289767	Odense pils, 30 x 33 cl	104,80	3,49	1
282245	Tuborg NUL, 24 x 33 cl, 0.0%	137,46	5,73	1
321237	Tuborg Classic NUL, 24 x 33 cl, 0.0%	148,96	6,21	1
Milk drinks				
28670	Cocio 24 x 25 cl	177,00	7,38	1,5
Cardboard mugs				
Type name ->	Straws, 500 pcs in different colors	134,29	0,27	* For party only
Total this order				

It is your responsibility to only purchase goods from Dagrofa that keep the above purchase prices (and don't opt for more expensive drinks). The prices help to ensure a profit margin,



so that we avoid that the bar/Femø gets a deficit, e.g. in case of shrinkage, which cannot be attributed to non-payment (e.g. a broken canister / bottle, "eagles in the booze", etc.).

Dagrofa

- We buy everything except wine and apple juice at Dagrofa (our username is 30164245), ie. food, colonial, beer, water, spirits and possibly juice.
- Drinks are ordered as a usual web purchase. Choose the items you want from the favorites list Bar 3 on Dagrofas webstore and press send when you have checked the quantity.
- Straws, can also be purchased from Dagrofa if they are missing.
- If you need to make a purchase at the harbor høker, pay with cash from the economy box. Always get a receipt. **We have no account with Høkeren!**
- Always check delivery against your order. Dagrofa/delivery note

Wine

- The wine has been selected by a jury of 10 femøists in 2022. Quality wines have been selected that we can buy at favorable prices. 😊
- The wine is pre-purchased in Irma, Lyngby for consumption of the year. That is, if there is a lack of wine in the camp, it is probably found on the barn. Remember to make sure that there is always cool white and rosé (with and without bubbles and alcohol) in the camp.
- Irma is closed when the camp begins. So if, contrary to expectations, a certain type of wine is sold out, look forward to tasting another. 😊

If you have a party

- Make ice cubes well in advance and place them in the freezer in the barn.
- From 2023 onwards: Find/use the recycled plastic glasses, 30 cl, for drinks. Then we reduce waste and keep the price of drinks down. They are purchased for camp parties
- Feel free to set a unit price for cocktails (e.g. 3 stickers). Then it's easier for everyone.
- Let femøists pay for beer, water and wine in the normal way with stickers on the bottle/sheet behind the bar.
- Feel free to make a special sheet for drinks, on which all stickers for drinks are put on.
- Count the stickers on the sheet the next day. Compare that with how much has been drunk from booze, soda, juice.
- Feel free to ask the femøists to "stick to it" the subsequent common meeting. A few stickers are often forgotten at a good party.

End of the week

- Thursday at the latest: Check the camp phone if there are any requests from next week's bar responsible about what they need at the start of their week.
- Stock up on drinks in camp so that the next week is not lacking.
- Is there anything else you can do to make sure next week has a good start to the week? Do they have special requests for drinks and parties?



- Saturday: Put a fresh counting and ordering form as well as return slip in the bar folder for the next week. Feel free to hand them your own (completed) counting slip so they can cross-check.

Have a great week!



Appendix overview:



- Appendix 1 Counting stock for delivery and ordering purposes
- Annex 2 Deposit on returns - banknotes
- Appendix 3 Front page for sticker chartek (for winter work)

Appendix 1: Counting stock – for delivery and ordering

OPTÆLLINGS- og BESTILLINGSLISTE "VÆRTSHUS"									
1. Varer bestilles via Daqrofas webbutik. Find og tænd lejrens tablet i køkkenet 2. Åbn www.dqfs.dk i en browser 3. Log ind med brugernavn 30164245, Kode Fe30164245 4. Vælg Favoritliste 3 - værtshus 5. Læg de ønskede varer i kurven (det du har ståender under bestilles) 6. I kommentarfeltet noteres evt. pant retur, antal poser samt antal af hver slag par 7. Tjek bestillingen igennem, især totalprisen, og tryk bestil.									
Optalt af: _____ Dato: _____ Dato: _____									
Ugenavn:	LAGER	LAGER	LAGER	BESTILLES	LAGER	LAGER	LAGER	LAGER	BESTILLES
Varenummer	Cider	I laden	I lejren	I alt	Bestilles	I laden	I lejren	I alt	Bestilles
279873	Somersby blackberry ds 4.5%, 24 x 33cl								
279872	Somersby apple ds 4.5%, 24 x 33cl								
	Sodavand	I laden	I lejren	I alt	Bestilles	I laden	I lejren	I alt	Bestilles
321638	Harboe Dansk Vand Citrus 6 x 50 cl								
318686	Coca Cola 30 x 25 cl								
300485	Ginger beer, caribea 24 x 33 cl								
299101	Appelsin vand sodavand 24 x 25 cl								
299087	Hindbær sodavand 24 x 25 cl								
299069	Energisten sodavand 24 x 25 cl								
299063	Abrikos sodavand 24 x 25 cl								
295462	Schweppes tonic, 30 x 25cl								
293962	Coca Cola Zero 30 x 25 cl								
123821	Faxe Kondi 30 x 25 cl								
	Juice - bestil kun til din egen fest	I laden	I lejren	I alt	Bestilles	I laden	I lejren	I alt	Bestilles
236741	Appelsinjuice, 1 ltr, rønkeby								
	Spiritus	I laden	I lejren	I alt	Bestilles	I laden	I lejren	I alt	Bestilles
316947	Bombay dry gin 37,5% 70 cl								
208049	Jameson whisky 70 cl								
296400	Aperol 11%, 70 cl								
194229	Tequila Olmeca Reposado, 38% 70 cl								
143541	Schmirnof vodka, 40 %, 70 cl								
55524	Captain Morgan Spiced rum, gold, 35%, 70 cl								
55011	Bailey, 17%, 70 cl								
	Vand	I laden	I lejren	I alt	Bestilles	I laden	I lejren	I alt	Bestilles
283831	Kildevand First price, 20 x 50 cl								
265240	Kildevand Aqua med brus, 12 x 50 cl								
	Øl	I laden	I lejren	I alt	Bestilles	I laden	I lejren	I alt	Bestilles
318724	Carlsberg 30 x 33 cl								
318721	Tuborg 1874 classic, 30 x 33 cl								
318688	Tuborg 30 x 33 cl								
292139	Odense classic, 30 x 33 cl								
289767	Odense pils, 30 x 33 cl								
282245	Tuborg NUL, 24 x 33 cl, 0,0%								
321237	Tuborg Classic NUL, 24 x 33 cl, 0,0%								
	Mælkedrikke	I laden	I lejren	I alt	Bestilles	I laden	I lejren	I alt	Bestilles
28670	Cocio 24 x 25 cl								
	Sugerør	I laden	I lejren	I alt	Bestilles	I laden	I lejren	I alt	Bestilles
Skriv navn ->	Sugerør, 500 stk i forskellige farver								
	Vin	Fra start	I laden	I lejren	I alt				
	Pine Hill, rød, papvin 3 ltr.	25							
	Spiet, rose, papvin, 3 ltr.	25							
	Pine Hill, hvid, papvin, 3 ltr	50							
	Upupa, rød, 75 cl.	30							
	Challis, hvid, 75 cl.	12							
	Giordano Rosate Spumante (rose b	90							
	Cremant Dulong brut, (hvid boble) 7	12							
	Gode non-alkohol bobler	12							
	SUM								

Appendix 2: Return deposit

RETURPANT			
"VÆRTSHUS"	Kvindelejren på Femø		
Optalt af:	Dato:	Uge:	
GLASFLASKER			Antal
Alm 33 cl / 30 stk i kasse			
Alm 25 cl / 30 stk i kasse			
PLAST OG DÅSER			Antal
50 cl. Plastflsker i returpantpose			
150 cl. Plastflaske i samme returpantpose			
33 cl. Dåser i returpantpose			
Med venlig hilsen			

RETURPANT			
"VÆRTSHUS"	Kvindelejren på Femø		
Optalt af:	Dato:	Uge:	
GLASFLASKER			Antal
Alm 33 cl / 30 stk i kasse			
Alm 25 cl / 30 stk i kasse			
PLAST OG DÅSER			Antal
50 cl. Plastflsker i returpantpose			
150 cl. Plastflaske i samme returpantpose			
33 cl. Dåser i returpantpose			
Med venlig hilsen			



Appendix 3: Front page for sticker chartek (for winter work purposes only)

**This Chartek No. _____
contains 945 tags (15 sheets)
with a total value of DKK 9,450.**

* Count and double-check. 😊

* Number of sheets/amount: ___ _

Week name: _ _ _ _

Bar responsible: ___ _

Signature: _____

* Put this receipt in the economy folder.