

Banquets

Introduction

- An orthodox meaning of banquets is derived from the French word **BAUNC** meaning **Bench**.
- Literal meaning being sumptuous repast.
- While an Indian connotation can be Dawat, Bhoj or Wazwan.
- A loose meaning is a meal arranged for group of people to mark occasion.

Banquet: An Important Branch Of Catering

- **Informal**
- **Semi-Formal**
- **Formal**

Banquet: Revenue Generating Department

- Acts as a backbone, thus is considered as a big business.
- Diverse and colourful activity engulfing different branches.
- Part of F & B equipped with push secretarial office.
- Banquet Sale is an art, so is revenue generation.

Type Of Banquet Functions

- State Banquets, Formal Lunch/Dinner.
- Reception
- Buffets
- Lunch/Dinner meeting
- Conference & Convention
- Special Events
- Traditional Events
- Theme Banquets
- Outdoor Catering

Type Of Banquets

Informal

- Freedom to:
 - Sit
 - Roam
 - Eat
- Found Generally For:
 - Marriage Parties
 - Get Togethers
 - Festivals
 - Other Celebrations

➤ Guests may take as much time as they want.

➤ Types of service:

- Floating
- Buffet

Semi Formal

- Only for people given priority
- Generally seen in:
 - Institutional Function
 - Annual Day Function
 - Honoured Parties
- Seperate table for Chief Guests.
- No Discrimination for other guest.

Formal

- Generally Seen in:
 - Raising Day
 - Flag Day
 - Victory Celebration
 - National Days
 - In Honour of Foreign Dignitaries
- Seating Strictly according to protocol.
- Table Laid perpendicular to top table.
- People near top table most important
- Proper silver service.

Hierarchy & Banquet Staffing

Organisation Chart



Staff requirement

This is governed by:

- 1 waiter for serving 6-8 covers.
- 1 wine waiter for serving 20 persons.
- 1 head waiter per 10 waiters.

Banquet Staff

- The Sales Administration Manager for group of company of hotels
- Banquet Manager
- Secretary
- Banquet Head Waiter
- Dispense Barman

➤ Banquet Head Wine Waiter

➤ Permanent Working Staff

➤ Casual Staff

➤ Porters

➤ Banquet Wine Waiter

Banquet Setup

➤ Seating Arrangement Plan:

- Full moon
- Half moon
- U shaped
- T shaped
- Classroom setup
- Theatre setup
- Boardroom setup

➤ **Tabling:**

The type of table plan depends upon the following:

- Organiser's wishes
- Nature Of Function
- Size & shape of the room where the function is to be held
- Number of covers
- Spacing

➤ **Laying Of Cloth:**

- Cloth should be without crease
- It should be clean and spotless
- Fall of the cloth should be equal from all sides
- Cloth should not be torn or ash-burnt
- All cloths should have same fall & pattern
- Size of cloth – 4 X 2 m

Banquet Equipment

➤ LINEN

- Table linen
- Laundry
- Table skirting
- Paper napkin

➤ TABLE WARE

- Flatware
- Holloware
- All required crockery & cutlery
- Glasses



➤ BUFFETS

- Chaffing dish
- Burners
- Carving station
- Display stand
- Platters
- Lighting
- Plants
- Serving tools



➤ Chairs

- Stackable
- Transportable
- Stable and sturdy
- Suitable upholstery

Sequence Of Service

- **Role Of Banquet Manager**
- **Importance of Menu and Number of pax**
- **Supervision Of Service**
- **Allocation Of duties**
- **Modes Of Service**
 - **Silver Service**
 - **Self / Buffet Service**

Sequence

Welcome Drinks

Snacks & other appetizers

Soup Service

Main course buffet/Self Service

Sweets / Desserts

Coffee / Tea



The Menu

- **Separate food & bar menu**
- **Different menu for different occasions**
- **Varied choice of menu**
- **Ease of service**
- **Seasonal variation**



Banquet Planning

Introduction

The Banquet Manager must keep in mind the following considerations :

- **Brief the banquet staff together with the chef, if possible.**
- **The order of service should be outlined clearly**
- **Chef should explain the menu to F & B personnel.**

Planning For A Formal Dinner

- **‘Top Table’ must be identified**
- **Espirit de Corps to be inculcated**
- **Appropriate work force – job fit**
- **Accomplishment of order taking**
- **Exercise control on dockets**
- **Provision for unexpected guests**

Beverage Service

- A Limited Bar
- An Open Bar
- A Straight Bar
- Guest preselects the table wine
- Any other specifications

Buffet Dinner

- **Make things easy to serve**
- **Plenty of cutlery available**
- **Proper arrangement of buffets as per number of pax**
- **Sufficient room for guests to queue**
- **Serve two-third of the food and replenish**

Banquet Sales

- **Identify target market**
- **Track the events to be held**
- **Good relations with CIPs and VIPs**
- **Staff should go on calling**
- **Staff should be well versed with the products**

Significant Source Of Profit

Banquets:An Important Source Of Profit

- **Catering to prestigious parties**
- **Leads to local publicity**
- **Valuable mention in local media**
- **Cultivate a reputation for quality & service**
- **Steady stream of business in future**

Banquets & Buffets: A Certain Volume Business

- Income & other costs are known in advance
- Guaranteed group business
- Cost of the event can be mentioned and predicted

Principle Types Of Banquets

- For Small Parties:
 - Restaurant & part of restaurant can be used
 - Preset menu & time
 - Easy to arrange
 - Generates good profit for restaurant

- For Dining Clubs & Service Organisations:
 - Club may be formed of:
 - a) Patrons with common interest
 - b) Regular Customers
 - Meal service for Service Clubs

➤ Cocktail Parties:

- Service of drinks to a group of people
- Most commonly requested function
- May be elaborate or limited



➤ Product Launches:

- Elaborate and expensive lunch or low-key sales presentation either

➤ Shows & Special Events:

- Special events organised by the hotel, club or restaurant

➤ Conference & Incentive Tours:

- Grown sector of market requires well trained & well briefed staff

➤ Tour Meals:

- Arrangement for large tour groups
- Standard A La Carte service

➤ Theme Buffets:

- May offer food native to the particular country or style
- Showmanship combined with F & B service
- Food as entertainment

➤ Weddings:

- Planning done well in advance
- A unique event

➤ Outside Catering:

- Demanding & challenging job
- Includes outdoor catering

Banqueting In Chandigarh

- Basic division in 3 categories:
 - **CITCO owned banquets**
 - **Private banquet halls and farm house**
 - **Banquets at Taj GVK**

- Banqueting is a major revenue earner in Chandigarh.

- City mostly occupied by Punjabis who believe in celebration.

CITCO Owned Banquets

➤ Mountview

- Banquet : Confluence ; 250 pax
- Front/Back lawn ; 1000 pax each
- Conference room ; 30 pax
- Executive lounge ; 20 pax
- 1 recently inaugurated business centre.

➤ Shivalik View

- Banquet : Majras (Means gathering) ; 350 pax
- Adjacent Lawn : 500 pax
- 1 Boardroom and 1 Party room ; 35 pax each

➤ **Park View**

- **2 Banquet halls: 300 pax each**
- **3 Lawns : 100 pax each**
- **1 Conference room : 35 pax**

➤ **Baithak**

- **Banquet : 200 pax**
- **Garden + Terrace + Hall : 500 pax**
- **Total strength holding capacity : 800 pax**

Private Banquet Halls & Farm Houses

- Mostly located on outskirts of the city
- Zirakpur-Shimla highway
- Mainly caters to Semi-Formal & Informal banquets such as marriages and receptions, etc.
- Few Examples
 - **Marc Royale**
 - **Bristol**
 - **Le Crown**
 - **The Fort**
- Ramgarh Fort

Banqueting At Taj GVK Chandigarh

- **Grand Ball room 1, 2 & Annexe**
- **Combined Capacity : 700 pax**
- **Combined area : 8600sq. ft.**
- **Terrace Hall + Roof Top Garden : 50 pax**
- **Capitol Business Centre : 20 pax**