

## Courtesans and Bartenders handbook

Courtesans arrival: \$50 nonrefundable cleaning deposit required from first week paycheck.

Inspection of items in luggage.

List all medications.

The condition of the room should be noted, including cleanliness of Room.

Weekly inspection of room/training on how to keep the room clean and sanitary at the first week of inspection.

A tour of the house and smoking area. Smokers clean up after yourselves. Including cigarette butts. There is no smoking in the house or your rooms. Bella's is a nonsmoking business.

Smoking cannabis is legal in Nevada; however, it is illegal to smoke cannabis in a business. If you are a cannabis smoker, no Sharing. Pens and vapes only. No pipes, pre rolls or blunts. There is no cannabis smoking in the brothel or in your room!

There is zero tolerance for alcohol abuse. Two drinks per shift (no shots/ no bottle beer). All drinks are served in a glass. If you do enjoy beer, you will only be served a pilsner glass of draft beer. All ladies' drinks start at \$15 and may or may not contain alcohol. If you struggle with alcoholism, all drinks will be NA. The first defense for being drunk is a verbal notice, second offense is \$500, third offense is \$1000 and the fourth offense is immediate dismissal.

Legal requirements for becoming a licensed courtesan: medical clearance (blood and culture) cost \$150, state business license- \$200, fingerprinting at Elko County sheriff's office in Elko: \$40.25, city of Well's work card \$35.

Kitchen etiquette: at Bella's you cook for yourself, clean up after yourself (which includes wiping up the stove including boil overs, the floor if spillage has occurred, and removing all food debris in the strainer in the sink.)

The stove burners must never be turned on high. The stove is extremely powerful and burns pans and has caused small fires. Turn off the burner 20 minutes before your food is done. That is how long the burner stays hot.

You will be given a place in the refrigerator, freezer and dry storage for your food items. This will also mean a trip to the store on your first day for at least a few days of food.

The dishwasher is run once per day. No pots or pans in dishwasher ever!

If you are called away for any reason while you are cooking, please turn the burner to off. No fires!

Be mindful of water usage while cleaning up after cooking. Propane is expensive. Do not leave the water running while you wash your items individually. Wash them and then turn the water on again to rinse them.



BOOK ALL THE MONEY INCLUDING TIPS. No handing out of personal information: emails or cell numbers. NEVER MEET A CLIENT OUTSIDE OF THE HOUSE. The clients belong to the house.

CB RADIO: mandatory for advertising purposes. Includes training in radio proficiency. 3 ring binder beside radio has suggestions on advertising. Please note your Radio Times are for advertising yourself. There is a banner on the bellas.us home page that reads, "Near Wells, Nevada? We're Waiting for you on CB Channel 19". The drivers are listening even when there is no response from them. It's important they know who you are, where you are, how to get to Bella's Hacienda ranch (directions or the phone number 775-752-9914 for client picked up. Fee is \$20.) This is your advertising time. If you are bilingual, advertise in both languages. The time spent correctly will determine the success on your booking sheet.

No CELL PHONES at the CB during your radio time. Cell phones can interrupt the follow of your business with one upsetting call that will probably be someone else's drama. Beware!

No headphones or earbuds during radio time.

No laptops at the CB radio. Beware of journaling at the radio. Make sure you're giving your best on the radio. Because that's just two

No loud visiting at the kitchen table during radio hours. Keep voices down or move away.

No visiting with the lady on the radio during her advertising times. It's distracting.

If a lady refuses to do her Radio Times properly, it would be best for her business to leave. The CB radio is how advertising works at Bella's.

If you're booking a party and it's your radio time, please trade with another lady. Then pay her back on her next radio time. If you're out of the house for any reason the same rule applies.

Zero tolerance for missed Radio Times and be on time. Early is best. Fines are never a good choice.

Advertise approximately every three minutes.

There are business books by the CB radio that ladies are allowed to read while they are on the radio. These books were placed there to help women become better business entrepreneurs. The books are never meant to interfere with your advertising on the radio. Say your name often so that when a guest rings the doorbell and asks for you by name, there is no line up.

SHOPPING: always ask the bartender for permission to leave the building. It's courteous and for your safety. Elko trips must be scheduled in advance. No trips to the stores in Wells should occur when it is your CB time. Remember if you are making a scheduled trip to Elko, trade Radio Times with another lady and then cover her times upon your return. Your bags may be inspected. No alcoholic beverages may be brought into the house.

Shopping on your cell phone over the Internet: Have packages delivered using your stage name. BEWARE! You will spend more money than you intended on things that you probably don't need. It appears it's something to do while you're in your room. Remember if you spend the money incorrectly, you'll have to make more. And it will make reaching your important goals more difficult.

NO ONE LEAVES THE BUILDING AFTER 8PM! Except to pick up a client.



VAN USE FEES: \$10.00/Person in town Wells. \$60.00/Person to Elko plus fuel van with premium gas.

LOCAL RUNNER: is available with notice. Fees apply.

YOUR OWN CAR: Schedule your trips with permission. If the plan is to take another lady, it must be scheduled early in the week.

#### ADDITIONAL INFORMATION:

Laundry: there are two laundry areas for the lady's use. One is located behind the black curtain by the front door. The other is in the Olympic hallway on the right behind the bifold doors at the end of the hall. You will buy your own laundry products. It's \$1.50 to wash and \$1.50 to dry. Please be considered and move laundry in a timely fashion. Trick sheets are your responsibility to wash, dry and fold. Please keep the laundry area tidy. Please wash in cold water. Your clothes will last longer.

Showers: propane is expensive and so is electricity. A 10-minute shower is long enough for anyone to get clean. If you need more time turn the water off after getting wet, soap and then turn the water on again to rinse. The water heater is only so big, so be considerate. You never want to be the one taking a cold shower.

Complimentary showers are offered to clients who book a party. Otherwise, the shower is \$20.

Bells and Buzzers: understand which is which. The front door is a bell. Lineup is a buzzer. Once the lineup bell rings you have 3 minutes to be in the parlor and ready to line up. The bartender will stand in the doorway between the bar and the parlor. If you are chosen, then the lady who's on the radio goes back to the radio while the other ladies stay in the parlor or bar until the client is booked. Please don't be loud. Voices and laughter carry. We want the client to feel comfortable.

Line-up: you will be trained in line-up etiquette. An authentic smile and never losing eye contact with the guest is the golden key to being picked from the line-up.

TOURS: When in the VIP rooms please do not sit on the bed. Tours are designed to help you and the guest determine what type of party he is looking for. Talk about your pricing for these rooms and all the fun experiences the two of you will have. Always ask the client how he plans to pay for his party. The client using a credit card will spend more. On your way to the conversation room be sure to tell the client that now the two of you get to go talk about what he would like to spend on himself. If he isn't a VIP today, then you also have those mid-range parties that are the most popular and of course those parties that start at a few \$100's for the guys on the go. A few hundred means two or three depending on his budget. Never balk at the \$100 bill. Continue to negotiate by saying something like: "if you have a little more, I won't ask for a tip." When you've exhausted your skills, go get another lady. Please no walks!

Conversation room: Please leave the door open while you are with a client. You may close the door halfway when doing a dick check. (If you are new to the industry, have a member of the staff help you so that you understand STD's or STI'S visual symptoms.) There are baby wipes and rubber gloves behind the curtain for the STD inspection. Typically, negotiations should take between 5 and 10 minutes. If you take too long, a member of the staff will enter the room to see if you require help negotiating or to see if the gentleman would like to speak to another lady. Never take this personally, it is part of the process. He is probably just nervous, and the goal is to get him booked and have the experience he came to enjoy. Do



not allow the client to walk to the front door. Take his hand as you lead him back to the bar and sit with him until you can get a bartender to assist.

After-hour party: happen between 2:00 and 6:00 AM. When the doorbell rings if you are awake, you have 3 minutes to get to the bar. Whoever is there we'll do a lineup for the client. There are three options for payment cash, credit card and we have an ATM on site. The credit card machine will be run by a courtesan with a valid bar card. It is your responsibility to make sure the front door closes and locks after your client leaves.

Client present in house etiquette: loud conversation, squealing, or laughing in the parlor or in the hallways is inappropriate, disruptive and embarrassing behavior. It disrupts the flow of not only the party but the gentleman and the lady going to and from the party. Your voices carry more than you may realize. Be professional and courteous.

Timers: the staff will set a timer when you go back for a party with a client. You will be called out over the intercom when your Time is complete." Thank you". The timer will be reset for 5 minutes. This gives you time to wrap up the party, so your client is happy or for him to get dressed. At the end of the second 5 minutes, you will hear another "thank you". The timer will be set a third time and if you are still in your room, the bartender will knock and crack the door open. Please never lock your door during a party for safety reasons. Please make sure you and the bartender make eye contact after you've brought your client out of the party. This is also for safety. If you are ever left in a party longer than negotiated, please expect an apology and accept it. Errors happen and the bartender will feel badly about it.

#### Other Information:

Know what shift you are on and be ready on time. A typical shift is 11am-11pm, 1pm-1am or 3pm-3am. Make up on and ready for your shift. If you stay ready you won't have to get ready between lineups. Be ready before your first CB time.

Pick up after yourself. Keep your room tidy and ready for a client. It is OK to have the client help you spread the sheet on your bed as part of the party.

Nevada state law requires the use of condoms. Lubricant use is for a woman's vaginal health.

Cell phones should stay in your room. No loud conversations or yelling. If you do take them outside or in the smoker's area keep your voices down and no yelling.

No smoking or vaping in your room.

No see thru clothing please.

VIP rooms are great for double parties. Make sure the bartender knows which room to call you out from.

No GOSSIP OR DRAMA! If you share your personal life with anyone, it gives them permission to share it. Expect it to be shared incorrectly. Never out of malice, people just think it's alright since you told them.



Do not talk about someone who is not present. That person should be able to qualify or deny what is being discussed. You don't want it to happen to you so don't do it to someone else!

No candles! Nothing that has a flame is allowed in your room. Incense can only be used with a safe holder.

When making changes to your room get permission. No moving furniture or taking items from other rooms. If you are given permission to make changes, be prepared to leave the changes.

No changing rooms without permission.

Report any accidental breakage or needed repairs.

A reminder that keeping your room clean is your responsibility. That includes knowing how to clean all parts of your bathroom, vacuuming and keeping the trash can emptied in your room.

Trick sheets are your responsibility to keep clean. Sheets used in VIP parties will be washed by the staff.

VIP party setup: remove comforter and pillows from bed, cover the mattress with trick sheets. You and the client must shower before getting into the hot tub. Have someone show you how to open the hot tub lid correctly. Do not turn up the temperature on the hot tub. Remember to open the windows, if necessary, turn on the box fan, and turn on the overhead exhaust fan. After the party, press the CLEAN button on the outside of the hot tub and leave the top half open. Close after clean cycle is complete. Remake the bed with the comforter and the pillows. Wipe up any water. Empty trash can. Leave the room ready for the next party.

Consequences for drunken behavior: first offense is a verbal warning, second is a \$500 fine, third is \$1000 fine and the 4th offense you will be asked to leave.

Bartender/Hostess: Bella's is a brothel with the courtesy of a bar. If you have no problem with alcohol there is a two drink per shift limit. There may or may not be alcohol in your drink. We ask the client if he would like to buy the lady a drink? That does not mean an alcoholic beverage! We are very careful and want every party to go well. If you do not drink alcohol, please let the staff know if it's soda, juice or something that is NA. If you do drink alcohol, never confront the bartender about how much alcohol is in your drink!

Bartenders are former courtesans: they are honest and here to help. Both understand what it is like to be new to the industry. They are proficient at negotiations. You can learn much about how to negotiate and be more successful. They are paid a salary and appreciate a tip from you at the end of the week.

RUDE behavior will NOT be tolerated. It includes snide remarks, inappropriate body language or verbal/physical attacks. There will be one warning before being asked to leave. No one comes here to judge another or to make friends. Work together as a team. Be kind, nonjudgmental and be excited when someone else has financial success! It is important to get along with others and become the successful independent contractor that you came to be.

Conversation with no obligation: while visiting with guests in the bar remember 10 minutes per client is enough time to see if he's interested in you. Then move on and give someone else the opportunity. A bartender will move you to the side if necessary. Clients are never possessions. They are free to see as many different ladies as they choose. Visiting with a client at the bar does not excuse you from your



Radio Times. You can always ask him if he's ready to party, otherwise you need to step away to do your radio. When he decides he's ready, he can ask the bartender to come and get you.

Clients are nosy: they either want to save you or they want to know your financial arrangement with Bella. It is none of their business! Your personal life is none of their business. Be very careful what you share with clients! Your relationship with them is purely business. An exchange of money for services. Giving a great party and building a clientele equals financial success.

HONESTY: Is Mandatory at Bella's. We book all money including tips and it is split 50/50 with the house. Never take advantage of my TRUST! An honest Madam desires an honest courtesan. Zero tolerance for any dishonesty!

Every Sunday/Monday each courtesan will be paid by company check. A 1099 will be issued for the fiscal year by the end of January of the following year. If you change addresses during the year, be sure to contact Bella with the change of address.

THE FOUR AGREEMENTS: will determine your success. And only you can do them. May I suggest that you read the book by Don Miguel Ruiz. Then you will understand how mastering these agreements is directly tied to your financial success.

1. Impeccable word-one is rarely honest with oneself much less someone else.
2. Take nothing personal-doesn't matter what someone else says, it matters how you react to it.
3. Never make assumptions-why would anyone presume to know what someone else is talking about without asking questions.
4. Always do your best-rarely do people do their best. They choose good enough and mediocre. You should be better today than you were yesterday, you know more. BE YOUR BEST YOU TODAY AND EVERYDAY! No one is guaranteed a tomorrow.

Your success at Bella's is determined by how you run your business and hold yourself accountable. In order to truly be successful, one must do things when they don't feel like it. An Olympians train when they don't feel like it. Musicians practice when they don't feel like it. Will you do what it takes to succeed? You are an independent contractor in charge of your own success.

Everything in this handbook is a key to your success. Be true to yourself and your success.

Madam Bella