

FOUR SEASONS

House & Recreation Committee

ACTIVITY APPROVAL PROCEDURE

1. Person(s) wishing to run an activity will get an Activity Request Packet from a committee chairperson or management office.
2. He/She will clear the date with the management office, who will initial the date on the form.
3. The management office will pencil in the date on the clubhouse calendar, tentative to the approval of the activity by the House & Recreation Committee.
4. After approval of the House and Recreation Committee, the Activity Request Packet will be submitted to the President of the Board of Trustees for approval.
5. Upon the approval of the activity by the Board President, the management office will run off copies of the form for the person requesting the affair, the management office and the House and Recreation Committee chairperson.
6. If you post an announcement of your upcoming event via a poster in the clubhouse foyer, that announcement should not be posted any earlier than two weeks before the event.

Revised 4/9/17

Message from the House and Recreation Treasurer

For those running House and Recreation Functions:

1. For each transaction please use the **check request** and **deposit** forms fully filled out. They are available at the club house office.
2. Submitting a budget form with your activity request for approval is optional.
3. **Special note:** Please make sure that all checks be made payable to **Four Seasons House and Recreation**. (not to the club running the function)



4. For fastest service these **check requests** or **deposits** can be delivered directly to the Treasurer's home in a designated enclosure. They may also be delivered to the Club House office.
5. When you submit a deposit, a copy of your form signed by the treasurer will be returned to you. (usually in your mail box sleeve)
6. **Checks** will be placed in the mail box sleeve of the person making the request.
7. It is advisable to have a clear **refund policy** in place before your event takes place.



8. The Treasurer is here to **help** with your event. Please call on him or her if you have any questions.
9. During any extended period of time when the treasurer is not available, there will be an assistant treasurer assigned to handle this function. Contact the H&R chairman or clubhouse office if you have not been notified of this temporary substitution.
10. A full treasurer's report is published monthly and may be found in the H&R section across from the kitchen entrance.

Thank you very much.

House and Recreation Treasurer

House & Recreation Committee
ACTIVITY PREPARATION CHECK LIST

*To be sure you have covered all the bases in preparation for your event,
complete the Activity Preparation Check List as an aid to having a most
successful event.*

- Have you checked with the main office that the date you have chosen is available?
- Have you carefully and completely filled out the H&R Activity Request Form?
- In budgeting for this event, have you factored in that 10% of your event's profit goes to H&R?
- If using the ballroom or veranda have you attached a sketch of how you want the areas arranged?
- Have you double checked with any outside vendor you are employing (caterer, band, etc.) to be sure they carry insurance? Provide the management office with a copy of the insurance certificate.
- If using the kegator, have you contacted Dennis Leonard, Pat Moore or Dennis McGackin regarding your needs?
- In your planning have you organized a clean up committee following the event so that whatever area you use (kitchen, veranda, ballroom) is left in ship shape order the way you originally found it – recyclable containers used and cardboard boxes flattened and left in the room behind the kitchen.?
- In preparation for the conclusion of your event, do you have on hand copies of the H&R Record of Deposit form and the H&R Check Request form if needed?

Either of the Co-Chairs of the H&R Committee is ready, willing and able to assist you with any questions you have. We want you to have a very smooth flowing and successful event.

Four Seasons Event Budget Sheet

Name of event: _____

Date of event: _____

Budget sheet prepared by: _____

REVENUE

BUDGET

	Projected	Actual
Ticket sales:		
Fee per person	\$	\$
Estimated # of attendees		
Total revenue	\$	\$
Amount for break-even	\$	\$
Cost:	\$	\$
Contractor - music	\$	\$
Contractor -food	\$	\$
Beer/wine/soft drinks	\$	\$
Supplies	\$	\$
Decorations	\$	\$
Miscellaneous	\$	\$
Custodian (Tip)	\$	\$
Total cost:	\$	\$
Net:	\$	\$

DEPOSITS:

\$	\$	\$	\$
\$	\$	\$	\$

DISBURSEMENTS:

\$	\$	\$	\$
\$	\$	\$	\$

ESTIMATED 10% FOR H&R:	\$	\$
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Attach a copy of this sheet to the activity request form and keep a copy for your files.

**FOUR SEASONS AT WALL
HOUSE AND RECREATION ACTIVITY REQUEST**

Date of Request: _____

Club/Activity Making Request: _____

Contact Person: _____ Phone #: _____ Email: _____

Name & Description of Event: _____

Date & Time of Event: _____

On -Site: _____ Desired Location: _____ Off-Site: _____

Registration Date: _____ Time: _____ Location: _____

Fee per Person: _____ Estimated # of Attendees: _____

Outside contractor (Band, Caterer, etc): Yes: _____ No: _____

Name of Outside contractor(s): _____

Contractor Proof of Insurance Required Yes: _____ No: _____ (Mgt. Completes)

(General Liability, Auto, Worker's Comp)

Copy of Contract(s): Attached _____ Will provide later: _____

Liquor Served: Yes: _____ No: _____ BYOB: _____ N/A: _____

Wait Staff/Bartender Yes: _____ No: _____

Use of following required: Warming Oven: ___ Sound System: ___ Extension Cords: ___

Kegorator: ___ Recycling: ___ Extra Trash Bags: ___ Projection/Screen: ___

Setup & Needs/Special Requirements: _____

Please submit following: Setup Diagram _____ Budget Form: _____ Sample Flyer: _____

Submitted By: _____ Date: _____

Reviewed and Approved By H & R: _____ Date: _____

Reviewed and Approved By Trustees: _____ Date: _____

Reviewed and Approved By Community Manager: _____ Date: _____

Posted on Master Calendar By Admin. Asst: _____ Date: _____

Updated 7/16/15