



**CALIFORNIA ALPINE CLUB**

**ALPINE LODGE HOSTING MANUAL**

**PRESENTED BY THE ALPINE LODGE TRUSTEES**

**May 2, 2015**

## Welcome!

Dear Alpiners, Friends, and Guests!

The Alpine Lodge Trustees offer this manual as a resource to you in planning your private member Accommodation or hosting a CAC Event. It contains information on keeping your guests safe and comfortable, in using equipment properly, and in leaving the Lodge ready for the next event. Please use it actively in planning, during and after your stay.

The first section deals with things you need to know about the physical infrastructure: gas connections and pilot lights, circuit breakers, the audio-visual system, the dishwasher-sanitizer, disposal of garbage, the septic system, and use of fire extinguishers.

The second section helps you to plan your event, keep it running smoothly, clean up afterward, and deal with financial records.

We welcome your suggestions on making it more clear and useful. Please send your suggestions, in writing, to the Trustees.

### Mission Statement

***The purpose of the Club is: To explore, enjoy and protect the natural resources of our land, including wildlife, forests and plants, water and scenic values; to support and promote educational programs on these and related subjects; at all times, to protect and as far as we are able, to improve the environment in which we live; and to strengthen a sense of community among our members.***

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## ***Alpine Lodge – Buildings and Grounds Walking Tour***

It is suggested that all hosts become familiar with our Main Lodge, the Tamalpais Building, and the outdoor features of our property at 730 Panoramic Highway.

Each time you visit our Lodge, you will increase your knowledge of the buildings and grounds. As you accumulate information about the Lodge, you may wish to categorize your newly learned facts by recognizing the various “systems” that are found in and around our buildings. As you observe each distinct area of the property, it may be helpful for you to consider the following short list of systems.

We hope that this list “H E L P S” you to become more familiar with the Alpine Lodge!

**H** stands for **Heating systems**  
**E** stands for **Electrical systems**  
**L** stands for **Lighting systems**  
**P** stands for **Plumbing systems**  
**S** stands for **Safety systems.**

## Infrastructure

### ***Alpine Lodge Main Building***

**1 - TRAILS' CALENDAR--** The most recent calendar is located on the wall of the living room's South corner and can also be found on the CAC web site:  
<http://californiaalpineclub.org>.

**2 - GAS - PG&E Emergency phone number 1-800-743-5000 and 911.**

- a) Main gas shut-off: find the main valve handle outside the kitchen door on north side of Lodge. For specific building areas, find three designated ball valves in the pantry on the north wall marked, 'Social Hall', 'Main Building' and 'Tamalpais Building'.
- b) The big gas stove with 8 pilot flames in the kitchen has its turn-off lever on the left side of the stove.
- c) The small gas stove has electric flame lighters.
- d) The Hertenstein Social Hall has central heating with the thermostat located on the wall next to the light switches and breaker box. Thermostat operating instructions are posted.
- e) The fireplace in the Hertenstein Social Hall runs on natural gas. See sign for instructions at foot of fire place. There is a turn-on/off knob to the right of the artificial fire wood stack. *DO NOT ADD FIRE WOOD OR PAPER PRODUCTS.*
- f) The thermostat and on/off switch for heat in the Porch and Living Room area are on the right hand side by the window between the two spaces. The furnace is in the tool room in the basement of the Lodge.
- g) A gas water heater is in the tool room in the north corner of the basement under the Lodge.
- h) The upstairs bathroom has a gas wall heater. The thermostat is on the inside of the bathroom, behind and above the door.

**3 - ELECTRICAL - PG&E Emergency phone number 1-800-743-5000**

- a) The main breaker box is outside, to the west of the kitchen door.
- b) A smaller and older sub panel is located in the pantry on the inside wall to the North.
- c) The Hertenstein Social Hall has a breaker box on the right side wall upon entering.
- d) Flashlights are located on the corner desk in the living room. Two battery lanterns are on either end of the Living Room mantle.

**4 - FIRE EXTINGUISHERS** are in many rooms, mounted to the walls. They get checked and certified each year by "Fire King".

**5 - WATER**

- a) The main water shut-off valve is outside the Lodge against the west side wall facing Panoramic Highway. The water meter is located up the slope to the west. These valves supply water to all buildings.
- b) The hot water heater is in the tool room in the basement of the Lodge.
- c) Don't touch the automatic irrigation system on the north side wall of the Lodge.
- d) The entire building is equipped with a sprinkler system, which gets checked quarterly by a Trustee, once per year by an outside firm and every 5 years by "International Fire Equipment" of Richmond, CA.

## **6 - SEWAGE**

- a) The Lodge is on a septic system which has been repaired in 2003/2004 at great expense.
- b) Only human waste and toilet paper may be flushed down the drain.
- c) No food, grease or alcohol should be allowed to go down the drain.

## **7 - GARBAGE & RECYCLING**

- a) On the west side of the building are 6 garbage cans with lids and fasteners that need to be secured.
- b) On the west side of the building are two blue containers for clean, mixed recycling. Use the blue containers for glass, metal, plastics, paper and card board. Load recycling materials loose and not in plastic bags.

**8 - TELEPHONE** There is a telephone on the south side of the indoor porch. The phone number is: 415-380-8250 .

## **9 - TV & MUSIC**

- a) The Hertenstein Social Hall has a large TV set, DVD player, video player, radio and cassette player with 2 separate loudspeakers towards the ceiling.
- b) A large projection screen is attached to a rafter in the center of the Social Hall. To pull down the screen look for the pole, located in the corner by the light switches.
- c) A smaller projection screen is in the Living room above the door going to the bar.
- d) The projection screens are not related to "TV & Music", they are just for slides.

## **10 - KEYS & LOCKS**

- a) The main key opens all outside doors to the Lodge, the basement and the Tamalpais building. More than 100 members have keys.
- b) There are 2 lock boxes under the First Aid box in the pantry.
- c) Alpine Lodge Trustees and selected members have the combinations for lock boxes outside the main north entry.

## **11 - KITCHEN**

- a) Jackson sanitizer dishwasher, ask for a demonstration to learn to operate it.
- b) One refrigerator in the kitchen and one in the pantry.
- c) Big coffee maker for 100 cups  
Medium sized coffee maker for 40 cups, two small drip coffee makers
- d) One hot water pot for tea
- e) In basement underneath the Lodge: one freezer, pantry cabinet, seven chafing dishes (in boxes, in basement under the Hertenstein Social Hall)
- f) Sharp knives are available. They are in the drawer to the right of the small sink.

**12 - CARBON MONOXIDE SENSORS (4)** are in the upstairs sleeping quarters. Please do not move them.

## ***Tamalpais Building***

### **1 - GAS**

- a) The shut-off valve is on the outside of the building, on the north-west corner.
- b) The thermostat for the gas heater is in the large room with 4 beds on the inside wall. The door must be kept open to heat the rest of the building.
- c) The water heater is at the west end of the basement in a closet, next to room #5.

### **2 - ELECTRICAL**

- a) The breaker box is in the basement on the West end of the building, on the right side wall.

**3 - FIRE EXTINGUISHERS** are in many rooms, mounted to the walls.

**4 - CARBON MONOXIDE SENSOR (1)** is located in Bedroom #4. This should not be moved.

### **5 - WATER**

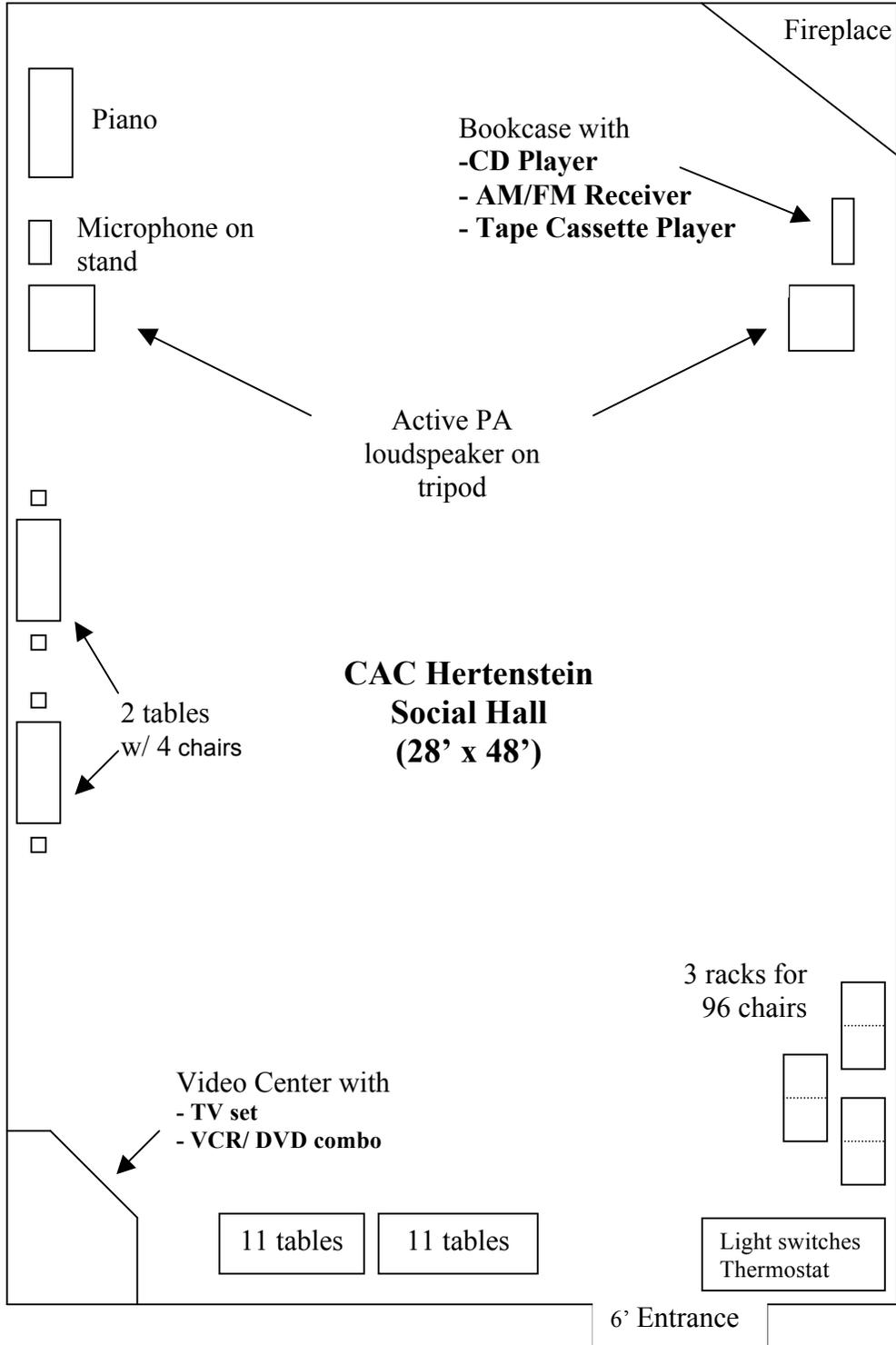
The shut-off valve is on the outside of the building, on the north-west corner.

### **6 - SEWAGE**

- a) The Lodge is on a septic system which has been repaired in 2003/2004 at great expense. Only human waste and toilet paper may be flushed down the drain.

**7 - RECORDS SAFE** – a fire resistant safe is in the basement of the Tam building. Keys are with officers and in the lock box.

# Alpine Lodge Hertenstein Social Hall



## CALIFORNIA ALPINE CLUB SOCIAL HALL SOUND SYSTEM OPERATION

1=Turn on **all equipment** by pressing the red power switch on the power outlet block mounted on the wall behind the sound shelves. The red switch light plus all sound equipment and both stand speakers which have a green power light in front should come on. If a component is not on the previous user may have inadvertently turned it off.

2=All volume levels are adjusted with the slide controls on the TEAC MIXER . Each input control is labeled . Normal volumes are about 3/4 up .

3=Components operate as they would in a home sound system , some buttons may be hard to see, main operating buttons are marked red. The cassette player plays thru the H.K. receiver , press the red tape button (TAPE2 will show) . For radio press AM or FM . AM/FM is erratic , it seems to be a bad receiver volume control ? Also the left cassette player seems stuck , use the right side.

4= There are three mics . Two wired and one wireless , they all have on/off switches . The wireless mic is in the top drawer of the trustee Closet , it is important to turn this one off when not in use to save the battery which is good when the mic LED is green bad when red or out . To replace it unscrew the mic bottom and use a new AA 1.5 volt which is good for 9 HRS. of use.

5=The black cord with the green plug labeled Ipad will work plugged into the earphone jack of any of your portable audio devices .

6=When your event is over simply turn off the red illuminated switch on the wall mounted plugin strip and leave all other components on as hopefully you found them. Thanks

## ***Garbage & Recycling Procedures***

### **Garbage:**

- 1 All kitchen garbage and bedroom/bathroom waste containers should be emptied as part of the clean-up procedure after each Lodge event. New plastic liners should be placed in all containers EXCEPT THE TWO KITCHEN CANS LABELED "RECYCLING".
- 2 Garbage cans are located against the wall on the west side of the building. They are equipped with animal-proof lids.
- 3 The garbage cans should be filled from left to right, one can at a time and secured carefully.
- 4 The event Host should check the garbage cans after the building is cleaned and all garbage is in the cans. NOTE: If more than four cans are filled, the Host should call one of the Trustees or the Accommodations Coordinator to report how many cans were used. These extra cans are not part of our regular service and will not be picked up unless the garbage company is notified.

### **Recyclable Materials:**

- 1 CAC supports all efforts to reduce waste and conserve resources through recycling. We request everyone using the Lodge to be eco-conscious and recycle as much as possible.
- 2 **Inside the Lodge**, all recyclable Materials: glass bottles, paper/cardboard, tin cans, and all plastics with the recycle triangle logo should be collected separately from the garbage. Two plastic containers for this purpose (marked: *mixed recyclables*) is located at the north end of the kitchen. All recyclable materials may be mixed in the same container. Do not use plastic bags to hold recyclables. Food or liquid residue should be removed from these items (never down the sink into the septic system) to avoid rodent problems at the recycling center. Cardboard cartons should be cut up or crushed.
- 3 **Outside the Lodge**, all recycling materials should be dumped into the two blue containers next to the garbage cans. Completely fill the left container before using the right container.

The Host should insure that everyone involved with the kitchen or Lodge cleanup is familiar with these procedures. All garbage and recycling is collected early Thursday mornings.

**NOTE:** After the building has been cleaned, and all garbage and recycling removed from the building, the Host should call a Trustee or the Accommodations Coordinator with the number of extra garbage cans used if more than four cans are filled.

## The Alpine Lodge Septic System

The Alpine Club is blessed to own a property on a beautiful mountain ridge with a view of the ocean and the San Francisco Bay. We enjoy close proximity to the top of Mt. Tamalpais. With this luxury comes the challenge of effectively disposing our liquid waste on a property characterized by steep slopes and shallow soils.

A couple of years ago the Lodge faced the challenge of repairing a failing septic system. Because of poor soils, difficult topography, and weekend peak flows, we needed to install special innovative technology to treat and disperse our wastewater. Ultimately we installed two new septic tanks, an aerobic treatment unit, two pump systems and subsurface drip dispersal.

Just like any standard septic system, we expect this system to last for many years *as long as we manage it properly*. The following are some important guidelines to care for our special septic system.

1. Instruct all dishwashers to carefully *pre-scrape all grease* into the trash, so as not to let it to go down the drain. The Pacific fog is beautiful on Panoramic Highway, but “FOG” (fats, oils, and grease) is the nemesis of a septic system. It clogs the pores in the soil where storage and treatment occurs! Pre-wipe utensils with paper towels, if necessary.
2. In general, do not allow solids of any kind to go down the kitchen drain. Also, do not pour alcoholic beverages down the drain (*especially beer*). Empty these into coffee cans near sink.
3. Soaps to be used are all from Trader Joe’s: “Liquid Dish Soap”, “Dishwasher Detergent”, “Detergent.” Please do not buy different products as they may adversely affect our septic system. →**Do not use anti-microbial soap!**
4. Employ water conservation. Our system is designed to handle 1000 gallons per day (peak flow). If possible, spread out water usage over time.
5. **Very important:** If you notice a leaky faucet or toilet, contact any trustee or Ed Del Monte immediately!
6. Do not let the water ‘just run’ in the sink while washing dishes, brushing teeth, etc.
7. If the outside audible alarm goes off on the control panel, it means that too much water is going into the system. You can press the red button on the control panel to silence the alarm. (It is very loud!) The light will stay on.

**VERY IMPORTANT:** when this happens, or for any septic system question or emergency, *immediately* contact someone for help:

First call: Jay Gustafson, 415-381-7261 and 415-300-6660

Next call: Ed Del Monte, 707-528-7983 and 707-291-0889

Last call and only in an emergency, call: Accredited Septic Monitoring, 415-388-2260.

Make sure you get through to some live person before you leave the Alpine Lodge. It’s not a catastrophe, but make sure you get in touch with *someone*.

8. Do not allow anyone to unlock the control panel. But in an emergency, the key is in the Trustees’ key box in the “Trustees’ closet”.

Thanks for your help in keeping our septic system humming along smoothly.

## ***Please PASS the Fire Extinguisher***

Oh, my! Something's burning and maybe I can put it out!  
I've got an extinguisher, but now what? Be quick!

Just **P.A.S.S.** the extinguisher:

**P**ull the safety-pin and nylon breakaways from the valve.

**A**im the nozzle at the base of the burning material, where the fire is hottest.

**S**queeze the valve-trigger to start squirting extinguishing material. Don't invert or tilt the extinguisher body too far to the left or right.

**S**weep the base of the flames as you expend the extinguishing material. Use it all up!

If successful, clean up the mess and re-charge the extinguisher.

Otherwise, get away and call 911!

## Accommodation

### ***Accommodation Procedure for Alpine Lodge***

**Call Alpine Lodge at 415-381-4975 and leave name, telephone number, desired dates, and a short message about your event information.**

**Accommodation Coordinator will check with master calendar to see if desired dates are available.**

**Accommodation Coordinator will confirm dates with you and send you the Member Facility Use Agreement and insurance waiver forms for your signature and return. You must send forms and deposit to your Accommodation Coordinator to secure the date.**

**10 days before the event, the Accommodation Coordinator will mail you a key or give you the lock box combination, infrastructure instructions, a Hosting Summary, and the payment form.**

**The Hosting Summary must be completed and sent to your Accommodation Coordinator with payment due or for a refund from your deposit. Deposit is returned if the Lodge is left clean, there are no damages, and the key is returned.**

**There is a \$50.00 charge for a lost key.**

**If you choose to use outside help to staff an Accommodation, CAC has reviewed a number of Staffing companies and we now have an agreement with “*Acrobat Outsourcing*” to supply Kitchen and Domestic help. Information and Contracts are kept in the filing cabinet in the Trustees’ Closet. Please read agreement carefully. “*Acrobat Outsourcing*” is a commercial company and must adhere to all California labor laws. All contractual and financial dealings are the responsibility of the person(s) organizing the Accommodation. Contact Paul Rickett at 415-813-4828 or Paul@acrobatoutsourcing.com**

**For more detailed information on using outside help, please refer to page 3.**

## ***Alpine Lodge Member Facility Use Agreement***

Name of Lessee(s), print or type \_\_\_\_\_

Address of Lessee(s), print or type \_\_\_\_\_

City / State / Zip Code, print or type \_\_\_\_\_

Area Code & Telephone Numbers Home \_\_\_\_\_ Work \_\_\_\_\_

**A security/use fee deposit of \$200 .The use fee for a wedding may be paid later, to be agreed upon with Accommodations Coordinator. Please remember once you have reserved a date(s), we cannot offer this time slot to another member. If you need to cancel, we will refund the use fee up to 4 months prior to your event, 50% up to 2 months before and nothing after that, unless we can find another member to use your date(s).**

**YOU RECEIVE for the SPECIFIC day(s), dates and time indicated below only:**

1 - Use of the Alpine Lodge building in Mill Valley, which includes its living room, dining porch, big dining room (Social Hall), spacious sun deck, barbecue (please ask for instructions) kitchen & pantry, coffee makers, dishes, glasses, ovens, refrigerators, upstairs sleeping quarters with private and semi-private accommodations and bathrooms. In addition, the Tamalpais Building below is also for your use with big and small private rooms and shared bathrooms. The entire Alpine Lodge premises have overnight accommodations for 30 people.

**ACCOMMODATION PERIOD**

Time in / No earlier than	Day of the week	Month	Day	Year
Time out / No later than	Day of the week	Month	Day	Year

**CHARGES**

Hours	Accommodation Charge	Security Deposit
Comments:		

**YES ( ) I will be responsible to return the Lodge in clean and tidy condition**

**YES ( ) I would like to receive the phone number of your cleaning service**

**2. The \$200 security deposit must be accompanied by the two enclosed documents with your signature: *The Member Use Agreement and the Waiver of Liability Form*. At the end of your event you should also fill out the *Alpine Lodge Hosting Summary Form*. If there were any Associate Members Attending the Event a CAC Associate Membership Enrollment And Coupon Form Should be filled out . This supports the extra \$10 dollar charge and will be credited against their Dues when they join the club.**

Ten days prior to your event, we will provide the combination for the lock box.

We are providing our facility in order to raise money to improve, maintain and restore our 1920's building and would like your use to be as enjoyable as possible. The overriding philosophy of Lodge use is "Leave no Trace" All furniture, beds, lights should be back in there original positions.

**Leave No Trace consists of the following:**

- Been out on or before the date and time indicated that your use ceases;
- Ceased all noise and music at 10:00 PM SHARP, as our use permit as well as local ordinances require. No live or amplified music on the deck.**
- Cleaned and swept the lodge and folded and returned in their place all chairs and tables.
- Disposed of all garbage which must be placed in the receptacles provided. Recycle glass, metal, plastics and paper placed in the big blue containers. Any excess garbage which cannot be placed securely in the receptacles provided must be removed from the premises by you, and legally disposed of, by the lessee (you);
- Maintained security of the buildings and grounds during your occupancy;
- Not allowed smoking in or near the buildings;
- Not exceed the Legal Seating Capacity for the social hall, which is 92 persons maximum;
- Not put alcohol down any drain, WHICH IS VERY BAD FOR OUR SEPTIC SYSTEM;
- Paid for any breakage including windows and scratches to the hardwood floors;
- Provided all of your own food, and after your event, take all your food with you, please!
- Secured the building after you left by locking all doors and windows and turning off the furnaces and all lights.

**Checks must be made payable to: A L P I N E L O D G E with a \$200 deposit and sent to your Accommodations Coordinator.**

**Please fill out all three pages of: Member Use Agreement, Waiver of Liability and send to your Accommodations Coordinator:**

**Russ Toran 932 Ripley St , Santa Rosa CA 95401 , or  
Mary Jane McKown, 602 Amaranth Blvd., Mill Valley, CA. 94941.**

Questions to Russ Toran: e-mail: toranski@aol.com, phone: 707-321-3845 or  
or . Mary Jane McKown mjmckown@gmail.com 415-383-2774

I have read and understand all of the above and agreed to same.

\_\_\_\_\_  
Name of person responsible for facility use (print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ***Release and Waiver of Liability and Assumption of Risk Agreement***

FOR GOOD AND VALUABLE CONSIDERATION, including permission to participate in any and all activities related to my lease of the California Alpine Club, Alpine Lodge, I, for myself, my successors, heirs, assigns, executors, administrators and guests;

Agree that prior to participating I will inspect the facilities, equipment and areas to be used, and, if I believe any of them are unsafe, I will immediately advise the person supervising the event, activity, facility, or area.

Acknowledge that I fully understand that my and/or my guests' participation may involve risk of serious injury or death, including economic losses which may result not only from my own actions, inactions, or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, the rules of play, or this type of event or activity;

Assume any and all risk of personal injury to myself and my guests, including medical and hospital bills, permanent or partial disability, death, and damage to my property, caused by or arising from my or my guests' participation in this event or activity;

Covenant not to sue or present any claim for personal injury, property damage or wrongful death against the California Alpine Club, its Directors, Officers, Trustees, Members, or agent(s) attributable to my participation and or the participation of my guests in the event or activity;

Release, waive, discharge and relinquish the California Alpine Club, its Directors, Officers, Trustees, Members, or agent(s) attributable to my participation in the vent or activity from any liability, loss, damage claim, demand or cause of action against them arising from or attributable to my participation and/or my guests' participation in the event or activity, whether same shall arise by their negligence or otherwise;

Warrant that I, and my guests are in good health and have no physical condition that would prevent me or my guests from participation in this event or activity;

THIS DOCUMENT RELIEVES THE *CALIFORNIA ALPINE CLUB* AND OTHERS FROM LIABILITY FOR PERSONAL INJURY, WRONGFUL DEATH, AND PROPERTY DAMAGE CAUSED BY NEGLIGENCE. I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN VOLUNTARILY.

**THE NAME BELOW MUST MATCH THAT OF THE SIGNEE ON THE Member Facility Use Agreement.**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## ***Fee Structure for Alpine Lodge Accommodations***

### **FEE STRUCTURE FOR ALPINE LODGE ACCOMODATIONS**

Lodge capacity is 100 persons with overnight accommodations for 30 persons

#### **1 – Overnight Rates:**

- a. Overnight Members \$21, Associate Members /Guests \$31  
Associate Members includes a \$10 Associate Member fee which can be applied towards CAC Membership. Associate Member Form must be filled out and returned with payment.
- b. 15 Member minimum for exclusive use of the lodge is \$315.00 per night. May book 30 days before event without minimum. **Spontaneous overnights may only be booked 2-3 days in advance.**
- c. Weddings: 1 day & night \$1600; 2 days & nights \$3200

#### **2 - Day Rates:**

Day use only: Member: \$3/person Guests: \$6/person

#### **3 - Base Rates For Day Use:**

Member - For 20 persons or more, base fee of \$50

Non-member base fee regardless of number of guests of \$100

#### **4 - Children:**

- a. Under 4 years of age: No cost
- b. Between ages 4-11: Half adult member rate
- c. Between 12 -17 years old : Adult member rate without Associate Member fee

**5 - Linen and towels:** Available for \$8/person. Please request from your Lodge Accommodation Coordinator.

#### **6 - Deposits:**

- a. Member security deposit: \$200

**Make checks payable to: ALPINE LODGE and send to:**

**Russ Toran 932 Ripley St Santa Rosa CA 95401 Or**

**MaryJane McKown, 602 Amaranth Blvd., Mill Valley, CA. 94941**

**7 - About clean-up after your event:**It is your responsibility to clean the lodge after your visit. The floors, bathrooms, kitchen need to be ready for the next user. All baskets should be emptied. You may hire your own housecleaner if you stay to supervise. You will pay them directly.

#### **8 - Check-In and Check-Out times:**

Check-in: 10:00am. For overnight: Check-out: 10:00am on next day, **Sundays: check out 9:00am**

Accommodations are not permitted before 4:00 pm as the Lodge is reserved for general membership.

For Alpine Lodge Accommodations Contact: 415-381-4975.

## ***Alpine Lodge Checkout List***

### ***HELP TO LEAVE NO TRACE AFTER USING THE LODGE***

**Bathrooms:** Leave Sinks, Mirrors, Shower& Curtains Toilets and Floors clean

**Sleeping Quarters:** Beds, Pillows Blankets orderly.  
Blinds down and slightly open.  
Floor broom clean.

**Living Room:** Clean Tabletops.  
Pillows and cushions straight and fluffy.  
Clean Fireplace.  
Hot ashes removed & placed in metal container.  
Cold ashes (verified) placed in plastic bag and put in garbage can.  
Wood box and kindling boxes full.

**Dining Porch:** Thermostat off.  
Tables and benches orderly.

**Kitchen and Pantry:** Leave Refrigerator, Counters, Sinks and Floors clean.  
Eating utensils washed and put away.  
All stove and oven burners off.

**Sun Deck:** Chairs stacked.  
Clean tabletops.  
Umbrellas laid on the floor.

**Hertenstein Hall:** Curtains closed. Backdoor locked.  
Thermostat turned off.  
Fireplace flame off (pilot left on)  
Leave bathroom door wide open (to prevent mold)  
Close double doors.

**Entry Porch Area:** Free of debris. Garbage cans and recycling cans in place with lids secured.

**All kitchen and eating areas:** Wet mop all floors.

**Tamalpais buildings:** Same attention to bath and rooms as in main bldg.  
Thermostat off in room # 4.

**Make sure all doors are locked and lights are off.  
Close blinds to prevent sun damage.  
Remember, this is your Lodge – please take care of it!**

## ***Sunday Morning Accommodations & Parking Policies for Alpine Lodge***

In order to give Sunday hikers morning access to the Lodge, the Alpine Lodge Trustees have devised these policies. Outside renters are being informed that they must vacate the lodge and parking lots by 9:00 am in summer and 9:30 am in other months. Member overnights will be asked to be out of the dining porch and south hallway and to maintain a low profile during the half hour before hikes. The north and south parking lots will be utilized as follows:

North Lot (the one with slanted slots near the kitchen). This lot has nine marked slots.

South Lot (the larger lot near the social hall). This lot has spaces for five tandem slots (two cars in tandem in each slot) near the lodge and six single slots along the access road to our neighbors to the south. The first two tandem slots nearest the lodge building (four parking spaces) will be reserved for renters, making a total of twelve for the renters. The other three tandem slots (six spaces) and the single six slots (for a total of twelve spaces) will be reserved for hikers.

This will provide hikers with a clear, unified block of spaces and will give renters access to their cars for loading. Please try to park efficiently to fit 16 cars in the south lot.

## Club Events

### *Hosting Guidelines before the Club Event*

#### **SCHEDULING**

Perhaps you have been asked to host a traditional club event; maybe you have an idea for new programming. In either case, check the current **Alpine Lodge Calendar in TRAILS** or on the **CAC website** to see that your preferred date is available. Confirm your date with the **A.L. Accommodation Team** who maintain the calendar.

#### **BUDGETING**

**Net income** to the Lodge should be: 100% of Lodge overnight fees and no less than 30% of amount charged for the event.

**Projected Expenses** should include costs of:

- food
- decorations, including plastic tablecloths, if needed
- name tags and, if desired, place cards
- dishwashing and cleaning services

All costs should be included when setting the event fee.

#### **PUBLICITY**

Prepare an enthusiastic **article for TRAILS** and a brief listing for the "Alpine Events Schedule". Deadline for TRAILS is the 5<sup>th</sup> of each preceding month. i.e. material for May TRAILS is due April 5. If there is time, do a follow-up article.

#### **Include:**

##### **Name of event**

**Costs** for members /associate members for dinner and for overnight and breakfast.

**Times of Happy Hour and Dinner** and any other activities.

Name, address and telephone number of **Reservation Person** to whom checks should be made payable and sent.

**Deadline** date for reservations.

Describe **music and entertainment** if either is to be provided.

Ask for **volunteers** to help with event.

Make an announcement about the event to groups you attend.

Advertise by making phone calls showing your enthusiasm, by e-mail messages and by sending invitations or notes with drawing of Alpine Lodge on front.

## **ALCOHOLIC BEVERAGES**

**CAC is not licensed to sell alcoholic beverages.** As a service to our members, we provide alcoholic beverages during Happy Hour for a **donation**. It is not permitted to include wine in the purchase of meals as this constitutes the purchase of alcohol. Members may bring their own alcohol to the table.

## **HOW MANY PEOPLE CAN BE ACCOMMODATED?**

A sit-down dinner in the social hall can accommodate 80 people. There are beds for 30 people in the Lodge and Tam buildings. (See diagrams in Events Exhibits)

## **WHAT FACILITIES ARE AVAILABLE TO ME?**

There are 23 rectangular tables and 100 folding chairs stored in the social hall. Additional chairs are stored in the basement. Each table seats six to eight people. They may be set up singly or in pairs.

The dining porch has four rectangular tables seating up to 40.

The deck contains four round, glass-topped tables with umbrellas, 25 plastic chairs, and during summer months, a Weber gas barbecue.

## **TABLE WARE, UTENSILS AND OTHER EQUIPMENT**

### **In the Kitchen:**

Stainless steel utensils, plates, cups and glasses for up to 90,  
Two large electric percolators of 85 and 40 cup capacity and two smaller electric drip pots,  
Two gas and one electric stove, two refrigerators, two sinks, and an automatic sanitizer.

**Hallway:** Soup bowls in white cabinets.

**Basement:** Wine glasses.

## **PARKING**

22 cars may be parked in the north and south lots. On the south side an additional row of cars may be tandem parked. Limit parking on the south end to permit clear access to Marin View Road.

## **TELEPHONE**

There is a phone located by the south door. The number is 415-388-9940.

## **STAFFING**

**Delegate!** Do what you enjoy and do well. Find others to take responsibility for the rest.

To get in touch with **Helpers**, ask CAC Registrar for a computer copy of the CAC roster with phone numbers and e-mail addresses.

Think through **how many** and for **what jobs** helpers are needed. Will you need meal planners, food buyers, cooks for hors d'oeuvres and for dinner, coffee and dessert helpers, kitchen helpers and clean-up helpers? How many of each How many **Servers** will be needed? Will food be served buffet style or family style at the tables?

Find a **Reservation** person for dinner and overnight accommodations. Provide her/him with reservation forms. Checks should be received before event. Just before event, checks should be cashed and host advised of number of attendees and overnights.

Find **Breakfast Cook** from among overnights.

Find someone to **Decorate**.

Some decorations are in the unlocked “deco” room downstairs in the Tamalpais Bldg. to right of room No. 5.

Contact the **Bar/Refreshment Committee**: Melanie Facen, 415-492-0470, or Hardy Dawainis, 415-461-4431. They will provide a responsible bartender and handle bar donations. They will serve wine, soft drinks and mixed drinks before dinner.

Find someone to build and tend Living Room **Fire**. **BEFORE LIGHTING FIRE, CHECK FOR “NO BURN DAYS”**. (phone numbers are posted on the fireplace) To turn on **gas fireplace** in Hertenstein Social Hall, just turn the black plastic knob on right side of logs counter-clock wise. Dry firewood for the living room fireplace is in containers on either side of fireplace and in basement.

For large events you might want someone to supervise parking lot so that space is used efficiently.

**Dishwasher**: The host is responsible for organizing a dishwashing crew.

Find **Clean-up crew**. As a rule of thumb, you'll need **one clean-up person for every five diners**.

**If you choose to use outside help to staff an Event, CAC has reviewed a number of Staffing companies and we now have an agreement with “Acrobat Outsourcing” to supply Kitchen and Domestic help. Information and Contracts are kept in the filing cabinet in the Trustees’ Closet. Please read agreement carefully. “Acrobat Outsourcing” is a commercial company and must adhere to all California labor laws. All contractual and financial dealings are the responsibility of the person(s) organizing the Event. Contact Paul Rickett at 415-813-4828 or paul@acrobatoutsourcing.com.**

For more detailed information on using outside help, please refer to page 38.

## *Host Planning Worksheet*

RESERVATIONS \_\_\_\_\_

MEAL PLANNERS \_\_\_\_\_

FOOD BUYERS \_\_\_\_\_

HORS D'OEUVRES COOKS \_\_\_\_\_

\_\_\_\_\_

DINNER COOKS \_\_\_\_\_

\_\_\_\_\_

COFFEE & DESSERT HELPERS \_\_\_\_\_

\_\_\_\_\_

KITCHEN HELPERS \_\_\_\_\_

\_\_\_\_\_

KITCHEN CLEANUP HELPERS \_\_\_\_\_

\_\_\_\_\_

DISHWASHER/S \_\_\_\_\_

\_\_\_\_\_

FIRE TENDER \_\_\_\_\_

## *Coordinating the Event*

### **GENERAL**

- Hosts and volunteers should arrive early in order to have plenty of time to prepare.
- Check in with cook and helpers to **assign duties**; a big written chart is helpful.
- Manage the **timing** of food preparation.
- Advise head cook and table setters of the **firm number** of diners.
- Host and cook confer about the precise **starting time** of dinner.
- Schedule time for **hors d'oeuvres** and other refreshments to be put out.
- Have **fireplaces** lit.
- Start coffee. Large 100 cup coffee percolator takes 1+ hours to make.
- Only decaf at night please.**
- Advise bartender what time to open bar.
- Put chafing dishes in place; water needs pre-heating.
- Sterno lights and serving utensils and/or serving dishes should be warmed in small oven.
- Advise dessert, coffee/tea (cream and sugar) volunteers when to go into action.
- Dessert usually is self-service. People prefer a variety and plenty of desserts.

### **TABLE SET-UP AND ARRANGEMENTS**

- For fire safety, **no candles are to be used in the lodge.** Please plan candle-free decorations or use electronic candles.
- Decorator will need someone to help set up the tables in the Social Hall. Ask one or two other members to help. Consider setting up tables the day before the event, as it takes time.
- Plan on a table for appetizers. Consider using the dining porch.
- Check for tablecloths in upstairs linen closet.
- Find containers and arrange flowers.
- You might set up tables in three rows, on the diagonal in a herringbone pattern, to avoid a regimented look.
- When using chafing dishes, put them on separate tables. There are seven chafing dishes in the basement under the Social Hall.
- Check to see if there are enough Sterno lights. Extras are located on top shelf in pantry by refrigerator.
- Set up a separate table just for the coffee urns, cups and dessert.

### **KEYS**

If you have no key of your own, contact the Accommodations Coordinator who is your liaison to get the password to the key lock box on the front porch. Put the key back in the box **immediately** each time you use it, to open up, to lock up. This key will open all doors. Bartender will have a key to the bar supplies.

### **CHECK IN**

The first long table in the dining porch can be used for check-in and name tags. Place a waste paper basket nearby. Provide the check-in helper with a list of reservations. Indicate those who have not paid. (Those who pay at the door should be charged \$2.00 more per person.) Names should be checked off as attendees arrive. **Name tags** should be placed on the table in alphabetical order.

## **SERVING**

Have several people announce that dinner is ready and invite people to the dining tables. Host may want to welcome guests. You may ask people to come to the buffet table one table at a time, to avoid long lines.

Servers use hot pads to carry chafing dishes

Servers need to refill empty serving dishes, if necessary.

There are more white dishes in the white cupboards on the bar room.

**NOTE: Traffic with food and dishes flows more smoothly when you use the big window between the kitchen and the bar room as a pass through.**

## **CLEARING UP**

Server or one other assigned person per table should clear the table.

The metal kitchen caddy can be used to transport dishes back to the kitchen.

Servers should leave enough time for diners to finish eating before clearing the table.

Leave plenty of time for each course. Don't rush; socialize and enjoy!

## **WHILE DINERS ARE STILL SEATED, ANNOUNCE THE NAMES OF THOSE WHO HAVE HELPED AND THANK THEM.**

For every five diners you will need one person to help clean up afterwards. Have this part organized prior to your event or, if necessary, ask for volunteers at dinner.

## **MISCELLANEOUS**

-**Name Tags** should be provided, either written beforehand or blanks for attendees to complete themselves.

-Should **Place Cards** be provided also?

-Does the deck and deck furniture need to be cleaned?

-Do some attendees need a map to the Alpine Lodge? Secure copy from Trustees closet, top drawer of file cabinet, or photocopy map in this manual.

-Encourage carpooling for larger events.

-Coordinate music and entertainment, if to be provided.

- Are floor plans of bedrooms in both lodges needed to assign rooms? Photocopy the plans in the manual or look for them in top drawer of file cabinet in Trustees' closet. All host materials are stored there in alphabetical order.

**PARKING: Ask tandem parkers to put their name on a parking card, (found in the corner desk in the living room) to be placed on the dashboard. Owners of blocked cars will appreciate the extra care.**

**KEEP UP VOLUNTEERS' ENTHUSIASM FOR YOUR EVENT AND KEEP THEM INFORMED ABOUT PROGRESS. Host or other designated member officially thank the group for coming and conclude the evening.**

## ***FINANCES***

### **Before Volunteers leave**

**Collect receipts** for volunteers' expenses; **pay** them now or later by mail. The receipts are needed for the "Hosting Summary Sheet" for the Alpine Treasurer.

### **Before Attendees leave**

Fill out **individual charge sheets** that are stored in Trustees' closet (sample forms attached). **Checks to be made payable to host. Encourage attendees who are not members to fill out the Associate Member forms if they stayed overnight and promote the benefits of membership in CAC.**

**Collect checks** from Reservation person for all payments she received.

### Within Ten Days

Hosting and Expense Summary Sheet, Member Rental Hosting Summary Sheet and Associate Members Enrollment Forms are to **be sent with your final check, made out to "Alpine Lodge" to the Accommodations Coordinator.**

.

All Hosting materials are stored in the Trustees closet: top drawer of the file cabinet, alphabetically ordered.

### **CLOSING UP**

-See Alpine Lodge Checkout List (p. 31).

-Turn off lights, turn off heat, extinguish fire, and turn off gas fire in Hertenstein Social Hall, not pilot flame, please.

-**Lock** all doors securely. **Wet-mop** kitchen floor and leave through kitchen door.

-**Return key** to its owner, Host, or to the outside lock box.

**THANK EVERYONE WHO HELPED!**

## Guidelines for Procedures AFTER the Club Event

### **KITCHEN CLEAN UP**

- After left over food is returned to the kitchen, let people take it home.**
- Do not leave** any prepared left over food in the refrigerator. Throw it out unless there is a large enough amount; in that case, label it and put it in the freezer in the basement.
- Rinse out both **refrigerators** after throwing out old food and consolidating remaining food items.
- Rinse out big **coffee maker** and coffee urns, if used.
- Clean **stove tops** and ovens; they always need attention
- Clean **chafing dishes** & warmers, put in boxes and return to basement under Social Hall.
- Put **recyclable** items in outside designated bins.
- Put **garbage** into outside garbage cans fasten lids securely. Re-line kitchen waste - containers with plastic liners from pantry.
- Empty **compost** container on compost pile in garden. Leave **no food waste** inside the kitchen!
- Clear off **kitchen counters.**
- Return **sharp knives** to sharp knives' drawer.
- If you are hiring a dishwasher, find out which of these tasks he/she will do and which you must do yourselves.

### **CLEAN UP**

- Clean whatever coffee maker you have been using.
- Wipe off **plastic tablecloths**, fold and return to upstairs linen closet.
- Assign volunteers to **wash and dry table cloths in lodge basement or at home, and return to closet ASAP.**
- Fold up tables, place on stands and return to sidewall.
- Return decorations to downstairs "Deco" room in Tam Building. Throw out nametags, napkins, etc.

### **TIDY UP**

- Broom Clean** Social Hall floor and dining porch floor.
- Tidy up the **living room**: fluff up pillows, etc.
- Clean bathrooms** and place extra toilet paper, paper towels and napkins for next group.
- Empty **wastebaskets** and reline with plastic liners from pantry.
- Straighten out** bedspreads, fluff up pillows, and return beds to same places as before event.

**Please leave the Lodge like "the maid has just left".  
We thank you!**

## ***Alpine Lodge Checkout List***

### ***HELP TO LEAVE NO TRACE AFTER USING THE LODGE***

**Bathrooms:** Leave Sinks, Mirrors, Shower& Curtains Toilets and Floors clean

**Sleeping Quarters:** Beds, Pillows Blankets orderly.  
Blinds down and slightly open.  
Floor broom clean.

**Living Room:** Clean Tabletops.  
Pillows and cushions straight and fluffy.  
Clean Fireplace.  
Hot ashes removed & placed in metal container.  
Cold ashes (verified) placed in plastic bag and put in garbage can.  
Wood box and kindling boxes full.

**Dining Porch:** Thermostat off.  
Tables and benches orderly.

**Kitchen and Pantry:** Leave Refrigerator, Counters, Sinks and Floors clean.  
Eating utensils washed and put away.  
All stove and oven burners off.

**Sun Deck:** Chairs stacked.  
Clean tabletops.  
Umbrellas laid on the floor.

**Hertenstein Hall:** Curtains closed. Backdoor locked.  
Thermostat turned off.  
Fireplace flame off (pilot left on)  
Leave bathroom door wide open (to prevent mold)  
Close double doors.

**Entry Porch Area:** Free of debris. Garbage cans and recycling cans in place with lids secured.

**All kitchen and eating areas:** Wet mop all floors.

**Tamalpais buildings:** Same attention to bath and rooms as in main bldg.  
Thermostat off in room # 4.

**Make sure all doors are locked and lights are off.  
Close blinds to prevent sun damage.  
Remember, this is your Lodge – please take care of it!**

## Financial Reporting Forms for Club Events

Different forms are used for reporting income and expenses.

For Club events at Alpine Lodge:

1. CAC Events at Alpine Lodge – Attendee Report: Used by the host of a CAC social event - a dinner or a multi-day event. Please fill out one line per attendee.
2. California Alpine Club Associate Membership Enrollment and Coupon: After becoming associate member for \$10.00 per 24 hours the guest enjoys member privileges and rates.
3. Alpine Lodge – Hosting Summaries: These forms provide documentation for IRS purposes and give our treasurer the information needed to keep accurate accounts. There are 4 separate forms for the 4 different classifications of Events.
  1. Hosting Summary for CAC and Alpine Lodge Member Events
  2. Hosting Summary for Private Events
  3. Hosting Summary for Spontaneous Overnights.
  4. Hosting Summary for Day Use.

THE TREASURER WILL NOT

REIMBURSE MONEY ADVANCED OR ACCEPT A CHECK FOR NET  
PROCEEDS WITHOUT THIS FORM AND THE RESPECTIVE RECEIPTS

All the Hosting Summaries are also available in Excel Format.

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**Associate Member Status:** A non-member, sponsored by a member, can become an Associate Member for the duration of the Lodge stay by filling out the Associate Member Dues Enrollment Form and paying \$10/day. This form is a coupon, good for one year, which can be used as partial payment of regular Club membership entry fee. Multiple coupons, up to -- but not exceeding -- the full amount of the one-time entry fee may be submitted.

## California Alpine Club Associate Membership Enrollment and Coupon

California Alpine Club is pleased to extend Associate Membership to:

.....

..... [name, address and phone number of individual(s)]

as sponsored by:

/S/.....and

/S/.....(signatures of two sponsoring members)

for a period beginning .....(enter the first date of the event or activity)-

Associate Members agree to support and further the purposes of the Club as provided in the by-laws and understand that this membership expires .....(enter the final date of attendance)-

This event covers .....(enter the number of days of occupancy) days.

The daily dues rate is \$10 per day per adult, \$20 per day for a couple (dependent children are free); thus the amount of dues paid for this membership period is \$.....

(multiply the daily-dues-days times the daily rate, pay the dues to Host so that they may be remitted to the Club)-

This form is a coupon, good for one year, which can be used as partial payment of regular Club membership entry fee. Multiple coupons, up to -- but not exceeding -- the full amount of the one-time entry fee may be submitted.

Agreed by: /s/ .....(signature of enrollee(s))

Approved by: /s/ .....(signature of event-host to whom dues were paid)

**By-law quote: "Section 2-Membership Classes .... i) Associate. Upon sponsorship by two voting members, upon payment of daily membership dues ... and upon agreement to support and further the purposes of the ... Club, Associate members shall have the right to fully participate .... dues may be applied toward the entrance fee ... within one year from date of participation ...."**

>>>>>>>>>> provide one copy to Associate Member and one copy returned to Trustee >>>>>>>>>>



## Alpine Lodge -Hosting Summary -Club Events

Name of Trained Host: \_\_\_\_\_ Event date(s): \_\_\_\_\_

E Mail Address: \_\_\_\_\_ Tracking # \_\_\_\_\_

Event description: \_\_\_\_\_

**Revenue**

**Overnight**

	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	# of nights					<b>Total cost</b>
# of Members:									0	X	\$	21.00		
# of Children (4-11)									0	X	\$	10.50		
# of Associate Members									0	X	\$	21.00		
# of Children (4-11)									0	X	\$	10.50		
RV Overnight Parking									0	X	\$	27.00		
<b>Total Overnight Cost</b>														

\* Children pay adult rate over 11 years ,half adult rate from 4-11,no charge under 4 years of age

Associate Member Dues:	# of prsn: _____	X	# of days: _____	X	\$	10.00	
Meal(s)/event:	# of prsn: _____	X	Cost/prsn _____		=		
Linens & towels	# of prsn: _____	X	# of days: _____	X	\$	8.00	
Refreshment Donations:							
Donations:							
<b>Total Revenue</b>							

**Expenses:**

Food (submit receipts):	
Dishwasher fee (submit contract/invoice):	
Gratuity for Dishwasher:	
Cleaning fee (submit contract/invoice):	
Decorations (submit receipts):	
Other (submit receipts):	
Supplies for Alpine Lodge (submit receipts):	
<b>Total Event Expenses:</b>	

**Net Event Income**

Please make check payable to Alpine Lodge. **Send the following to your Accommodations Coordinator.**

Russ Toran	Mary Jane McKown
932 Ripley St	602 Amananth Blvd
Santa Rosa CA 95401	Mill Valley, Ca 94941
<a href="mailto:toranski@aol.com">toranski@aol.com</a>	
<a href="tel:707-321-3845">707-321-3845</a>	

- |                |                                                         |         |
|----------------|---------------------------------------------------------|---------|
| 1. Your check  | 3.All Receipts                                          |         |
| 2. This Report | 4. Copies of Associate Member Enrollment Forms (if any) | 10/1/14 |

## Alpine Lodge - Hosting Summary for Private Events

Name of Trained Host: \_\_\_\_\_ Event date(s): \_\_\_\_\_

E Mail Address: \_\_\_\_\_ Tracking # \_\_\_\_\_

Event description: \_\_\_\_\_

**Deposit**  
 Member YES \_\_\_\_\_ X \$200.00 \$0.00

**Accommodation Fee**

Overnight	Sun	Mon	Tues	Wed	Thu	Fri	Sat	# of nights			Total cost
# of Members:								0	X	\$21.00	\$0.00
# of Children (4-11)*								0	X	\$10.50	\$0.00
# of Associate Members								0	X	\$21.00	\$0.00
# of Children (4-11)*								0	X	\$10.50	\$0.00
<b>Total</b>											<b>\$0.00</b>

\* Children pay adult rate over 11 years ,half adult rate from 4-11,no charge under 4 years of age

Revenue from Associate Member Dues:	# of prsn	_____	X	\$10.00	<b>\$0.00</b>
Revenue from Linens & towels	# of prsn:	_____	X	\$8.00	<b>\$0.00</b>
Donation					<b>\$0.00</b>
				<b>Total</b>	<b>\$0.00</b>
				<b>Check Amount less Deposit</b>	<b>\$0.00</b>

**Minimum Fee for Exclusive Use Of Lodge if you have less than 15 members**

# of nights \_\_\_\_\_ X \$315.00 \$0.00

Please make check payable to ALPINE LODGE. **Send the following to your Accommodations Coordinator.**

Russ Toran	Mary Jane McKown
932 Ripley St	602 Amananth Blvd
Santa Rosa CA 95401	Mill Valley, Ca 94941
<a href="mailto:toranski@aol.com">toranski@aol.com</a>	
707-321-3845	

1. Your check
2. This Report
3. Copies of Associate Member Enrollment Forms (if any)

5/2/15

## Alpine Lodge - Hosting Summary - Spontaneous Overnights

Name of Trained Host: \_\_\_\_\_

Overnight dates: \_\_\_\_\_

E mail Address: \_\_\_\_\_

### Revenue

Overnight	# of prsn	# of Nights				
Members:	_____	_____	X	\$	21.00	_____
Children (4-11)*	_____	_____	X	\$	10.50	_____
Associate Members:	_____	_____	X	\$	21.00	_____
Associate Members:Dues	_____	_____	X	\$	10.00	_____
RV Overnight Parking	_____	_____	X	\$	27.00	_____
Revenue from Linens & towels	_____	_____	X	\$	8.00	_____
Revenue from Donations:	_____	_____				_____
<b>Total Revenue</b>						<b>=====</b>

\* Children pay adult rate over 11 years ,half adult rate from 4-11,no charge under 4 years of age

Please make check payable to ALPINE LODGE.

**Send the following to your Accommodations Coordinator.**

Russ Toran  
932 Ripley St  
Santa Rosa CA 95401  
[toranski@aol.com](mailto:toranski@aol.com)  
707-321-3845

Mary Jane McKown  
602 Amananth Blvd  
Mill Valley, Ca 94941

1. Your check
2. This Report
3. Copies of Associate Member Enrollment Forms (if any)

10/1/14



**Instructions for paying Acrobat Outsourcing for dishwasher  
Or cleaning services:**

**(1) Club Events**

FAX the time sheet the business day following the event. If it is not possible to fax the payroll time sheet information along with the client signature page to Acrobat Outsourcing by the next day, please send the information by email to the payroll dept at: [paul@acrobatoutsourcing.com](mailto:paul@acrobatoutsourcing.com) and [Lenie@acrobatoutsourcing.com](mailto:Lenie@acrobatoutsourcing.com),  
Phone : 1-415-813-4828 . Include in the email:

Date

Employee name

Position – Dishwasher or Lodge Cleaner

Start and end time

Total hours and pay rate

Your name and phone number

Identify yourself as a CAC Event Host

CAC Event Hosts have the option of paying by personal credit card or by personal check. No cash. Please mail the check to: Acrobat Outsourcing, 665 Third Street. Suite 415, San Francisco, CA 94107.

**(2) All non-CAC sponsored events** will be considered private in the context of hiring this vendor. It is the Host's responsibility to read and abide by the contract. The private party must contact Paul Rickett at Acrobat Outsourcing in advance. The responsible party must identify themselves as a private client requesting Acrobat Outsourcing Services for a private event taking place on the premises of the California Alpine Club located at 730 Panoramic Highway, Mill Valley, CA 94941. No cash --payment must be by credit card to Acrobat Outsourcing.

415-813-4828

[paul@acrobatoutsourcing.com](mailto:paul@acrobatoutsourcing.com)

## ***Meal Sign-up Sheet for Club Multi-Day Events***

Day and Date: \_\_\_\_\_

Please sign up for two different jobs each day. Thank you for helping your hosts!

**Breakfast**                      Time \_\_\_\_\_                      # of People for meal: \_\_\_\_\_

Prepare food (45 minutes early)    1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Set up table with food for bag lunches    1 \_\_\_\_\_ 2 \_\_\_\_\_

Set tables for breakfast \_\_\_\_\_

Serve food    1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Clear tables, stack dishes    1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Wash & dry dishes (5 helpers minimum)    1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

Wipe tables \_\_\_\_\_    Put away lunch food \_\_\_\_\_

Sweep kitchen, dining porch, mop up spills \_\_\_\_\_

Clean ovens & stove tops \_\_\_\_\_

---

**Happy Hour**                      1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

---

**Dinner**                      Time \_\_\_\_\_                      # of People for meal: \_\_\_\_\_

Prepare food (1 hour early)    1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Set tables, serve food            1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Clear tables, stack dishes    1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Wash & dry dishes (5 minimum)    1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

Wipe Tables \_\_\_\_\_    Clean ovens & stove tops \_\_\_\_\_

Sweep kitchen, dining hall, porch, and mop up spills \_\_\_\_\_

---

### ***Lodge Clean-up for CAC Multi-Day Events***

Please sign up for two jobs in addition to preparing your quarters for the next guest.  
If you finish your jobs, please help others so we can all leave the buildings at the same time.

- Clean bathroom by Hertenstein Social Hall \_\_\_\_\_
- Clean bathrooms & showers upstairs \_\_\_\_\_
- Clean bathrooms & showers in Tamalpais building \_\_\_\_\_
- Stock up each bathroom with extra paper towels and toilet paper \_\_\_\_\_
- Clean kitchen ovens & stove tops 1 \_\_\_\_\_ 2 \_\_\_\_\_
- Clean windows on porch \_\_\_\_\_
- Empty & clean refrigerators in kitchen & pantry 1 \_\_\_\_\_ 2 \_\_\_\_\_
- Consolidate food \_\_\_\_\_
- Take garbage, compost & recycling to designated bins outside \_\_\_\_\_
- Sweep & wet mop kitchen floor \_\_\_\_\_
- Empty & reline waste baskets upstairs \_\_\_\_\_
- Empty & reline waste baskets downstairs \_\_\_\_\_
- Empty & reline waste baskets in Tamalpais building \_\_\_\_\_
- Sweep & wet mop porch \_\_\_\_\_
- Vacuum upstairs \_\_\_\_\_ Vacuum social Hall \_\_\_\_\_
- Vacuum living room \_\_\_\_\_ Vacuum Tamalpais bldg. \_\_\_\_\_
- Take home table cloths for washing (return asap) \_\_\_\_\_  
(A housekeeping committee will wash the dish towels)
- Take prepared food home \_\_\_\_\_



## Early California Alpine Club History

Updated September 16, 2008

The Alpine Club is organized with an elected Board of Directors and appointed Committee Chairmen, incorporated in 1936 with legal help from Hilary Crawford, Sr. The Directors handle club affairs, own the properties, publish "Trails", establish dues, etc. Since the beginning, the club has depended on men and women volunteering skills, time and resources for the benefit of all. We are fortunate to have the Minutes in our files since 1914.

The two lodges, Alpine on Mt. Tamalpais and Echo Summit overlooking Lake Tahoe operate independently, responsible for their own finances, each with elected Board of Trustees, reporting to the CAC Board of Directors.

The club started before 1913 as a YMCA hiking group. During February and March of 1913 the San Francisco "Call Bulletin" published a series of articles on outdoor recreation. Upon invitation of the writer of the articles a few people met Sunday mornings for hiking trips in the San Francisco Bay Area. In April a club was formed under the name of the newspaper. Officers were elected, a constitution and by-laws adopted and arrangement made for printing a schedule of weekly trips. Most people came from San Francisco or Oakland by ferry to Sausalito, then by train to Mill Valley for the hikes on Mt. Tamalpais. There was a "Hikers Retreat" in Mill Valley where lockers could be rented and showers were available. The Mt. Tamalpais Railroad, built in 1896, operated from Mill Valley to the top of Mt. Tam until 1930. One member wrote of hiking up as far as West Point Inn, then riding the "gravity cars" back down, winding around Double Bow Knot.

Taken from an article in the 1920 "Trails" by Norma Holroyd Pinther: "At the annual meeting April 16, 1914, President Frank Allen presiding, a reorganization was effected. All connections with the newspaper organization were severed, and the present name "The California Alpine Club" selected." Subsequent meetings were scheduled for the 1st Sunday of every month at the hike lunch destination. Names of prospective members were read at each meeting. (43 joined during the year before April 1915). Many decisions were made and later some changed. June 7, 1914 at Rodeo Lagoon, the Club adopted the "Arrowhead" emblem still used today. Decision was made to print "Local Walks" schedules twice a year May to November, November to May. Quarterly Meetings were to be held in April, July, October, January. Dues for the club year 1914 were paid by 84 people. These might be considered "founding members"? No list of Charter Members (if one existed) has yet been found.

At the Annual Meeting April 4, 1915 five new officers were elected, Al Pinther, President, Alice Cazasus, Secretary. None of the 1914 officers were re-elected. September 13, at a "Special" evening meeting, the new Constitution & By-Laws were adopted. The object of the club: "To make excursions into trailed and un-trailed portions of California for the purpose of bringing the people of the cities out in the open, and the full enjoyment of the natural wonders of the State; to aid in every way possible, the preservation of woods, streams, game and natural features of the country".

November 7, 1915 there was another evening Special Meeting at Polito Hall (rented for \$4.50) to elect a Board of Directors required by the new constitution. There were 5 elected from 15 nominees. Al Pinther presided over this first Board of eight men and two women. A photograph of the "First Board of Directors" is on the wall in Hertenstein Hall.

Al and Norma Holroyd Pinther were lifetime supporters of the Mountain Play, founded in 1912, as well as the Alpine Club. Many members took part in the productions each year. William Kent deeded the land which is now the Mountain Theater in 1915. Art Blake, with help from members of the Tamalpais Conservation Club and Alpiners, spent a summer building the amphitheater. A list of the first 10 plays appears in the 1922 issue of Trails. The Mountain Play has grown with the Alpine Club and still maintains its connection.

The first "High" trip was to climb Mount Whitney in 1916 and place the register on top. At least 18 more peaks had been climbed and registers placed by 1923. Bill Halliday organized numerous of the trips in the Sierra. He died in 1952 in the hospital in Bishop after collapsing on the trip to Lake Sabrina.

The first "Annual Outing" to the Sierra was in 1919. 37 members went by train to Porterville, truck to Tule River, hike to the pack station at Camp Nelson to join 20 pack animals for two weeks in the Kern Canyon area. The outing was held at Echo Summit Lodge in 1952 when the Lodge was purchased.

74 out of 206 club members served in the military in WW1, 1916-1918, including Alice Casazus, a telephone operator. Anita Franz (West) and Norma Holroyd (Pinther), worked for the government in Washington DC. A "Sweet Box" committee was established, Beth Stripling, Chairman. All the addresses were obtained. The girls met once a week at homes on both sides of the Bay, writing letters, contributing 10-12 boxes of homemade goodies which Beth picked up, sorted and mailed. At Christmas every boy received a gift. The committee was still active in 1952. At almost every meeting one or more of the "boys" resigned from an office or committee because of having been called to service. The Club voted to suspend their dues when leaving for the front.

The Halliday boy's (Bill, Chris and Archie) stationery store at 2506 Mission Street served as the first office and information center. Later, in 1923, it moved to Bill and Marie's gift shop at 37 Powell. The club eventually shared space with the Tamalpais Conservation Club at 525 Pacific Building, moving to the Flood Building in 1978. CAC records were moved to Alpine Lodge in 1987, now stored in the Tam Building

By the 1920's membership had grown to 252. Initiation fee was \$2.00 and annual dues were \$2.00. Attendance at Club affairs was very high - from 60 to 100 on most occasions. There are photos of large groups hiking together. Their "Camp Craft" show registered more than 600 visitors in 1921. Men helped clear roads and make new trails. Bay area walks or social events were scheduled nearly every weekend interspersed with longer trips further away. There were even occasional "moonlight" walks. The Club was sometimes referred to as the California Alpine

Matrimonial Club. A Ski Trip to Truckee via Donner Pass by train was very successful as were trips to the Pinnacles, Mt. Hamilton, La Honda and Pescadero. Joint events were scheduled with the Contra Costa Hills Club, Sierra Club and others.

Very beautiful volumes of "Trails" were published 1920-23 containing detailed stories about trips with fine photographs, poems, lists of members, financial statements, schedules of walks and of particular interest advertisements of many members. Porter Griffith drew cartoons and the cover ad for the West-Franklin-Pinther "Forest Lodge" which served as the mountain get-away until the late 1940's before Echo Summit Lodge.

In the early 1920's the members began thinking of finding a permanent home on the mountain and held a variety of fund-raising events, parties, dinners and dances. Harry Hertenstein located the stone walled "cabin" on Throckmorton Ridge with views of both ocean and bay that was for sale. In a letter dated 2/25/83, Jules Sigrist wrote that he met Harry coming out of a Club meeting discussing the purchase of the cabin, but not enough money available. They went up to look at it and Jules decided to loan the \$1700 to make the purchase. He named Harry Hertenstein, Tim Murphy (Club President) and Bill Halliday (past President) as Trustees and Owners. The same letter also mentions Vic Hahn and William Fankhauser as deserving much credit for the early success of the lodge. Other records indicate the cabin was purchased from U.C. Professor Turner whose bride was not enamored with his mountain retreat so he chose to sell it.

With almost all volunteer help they gradually added the women's dormitory, porch, kitchen, septic tank, showers, and purchased an adjoining property for a men's dormitory. Oscar Cook had a plumbing business; Clyde Williams, electric appliances; Sam Deal sold insurance; Hilary Crawford, legal advice. Harry Hertenstein was a "founding" member, an architect with a shop on Florida Street where much construction took place. His shop also became the storage place for all of the camp equipment and supplies. Harry and Alma were among the life-long supporters of the Alpine Club. In 1952-54 he designed and helped build the recreation hall at Alpine Lodge. He was also one of the first Trustees of Echo Summit Lodge from 1952-56. CAC was an early member of the Federation of Western Outdoor Clubs. Many member clubs donated "stones" for the Recreation Hall fireplace.

There were more than 460 members in 1951 when the CAC By-laws were amended (with a lot of opposition) to allow the acquisition of a mountain lodge. The "youth" group of the club, chaired by Hilary Crawford, Jr. raised money and searched for a ski lodge. Gladys Peyser first suggested the scenic area off Highway 50 overlooking Lake Tahoe. Jean Miller, Ken Wiltz, Hilary and others skied in and located a place for sale in 1951. A larger group came in the summer, including Dr. Budd Smith, Gail Lindlow, Verna Steele and Harry West. Some of the "old-time" members also came to inspect the place and the decision was made to purchase Echo Summit Lodge from Mr. and Mrs. Butler for \$10,000. The lodge consisted of a small grocery store, dining room, kitchen, 9 rooms and two bathrooms on the second floor and an unfinished attic, heated by two wood burning stoves on the first floor. Al Pinther loaned \$5000 and with money already raised the building was purchased in July 1952. Dr. Budd Smith was the first Trustee Chairman, holding office for 27 years. Harry Walter West was one of the first five

Trustees and served for 35 years followed by his daughter Judy (the first woman) for 15. Ray Sommer has been serving since 1982.

Many of the Alpine Club men and women who started the club, Charles and Esther Andresen Blake, Sam and Tense Sullivan Deal, Harry and Alma Schirmer Hertenstein, Al and Norma Holroyd Pinther, Al and Evelyn Reese Tunzi, Anita Franz West (Harry P. died in 1947), Casper and Anna Zwerlien were also the ones who supported the younger members obtaining the ski lodge.

Over the years there have been many alterations and additions to Alpine Lodge. The large "Hertenstein Hall" was finished in 1954. The deck was added in 1995 after the dining porch was enlarged. There have been other updates and modernizations over the years - a uni-sex bathroom on the main floor, new bathroom on the second floor, kitchen updates and a lot of attention paid to décor and comfort. There have been changes and updates in the Tamalpais Building, now with some separate rooms as well as a men's dorm. A new sprinkler system in the upstairs bathroom of Alpine Lodge went off unnoticed for several days and completely flooded the floors both up and down stairs. The resulting damage resulted in redoing the old floors, ceilings, emptying the kitchen and repainting and also refinishing the Recreation room floors. The major expense was installing a complete new Sewer System in 2003 partially paid for by an assessment for all members.

As of 2008 there have been 74 Presidents, most serving one year terms. 16 served for two years and Ray Sommer 1961-63 and Laurence Kornfield 2001-03 served for three. Officers are elected for one year terms, Trustees for three years. We have located photos of all except one.

Updated September 16, 2008

Verna Steele West September 16, 2008

I have chosen to include some names in this document, most of which were "founding" members and continued their support for the Alpine Club the rest of their lives and some have members of their families still living and active. For every name mentioned there were dozens (hundred's) of people working along side or in the background.

Archives are stored in the Tam Building. The Trails on file are filled with anecdotes and stories that are very interesting.

There is a binder in the Trustees closet that contains instructions for all appliances, bills of sale, building contracts, etc.

Sources of Information:

Caroline Waldear joined in the fall of 1916. Encouraged by Win Hayward and Margaret Dormeyer in 1982-1983 she asked for stories, biographies, memories, from many early members. She edited and rewrote some of them (making some errors) and wrote her own stories. Included in the History published in 1983 are some old photos, including some from the West family. The booklet was "Xeroxed", resulting in poor quality photos, but the stories are wonderful. There is a copy in a white binder at Alpine Lodge.

1914-1919 Book of Minutes from the Archives in the Tam Building

CAC "1920 Trails", page 1, "California Alpine Club, by Norma Holroyd Pinther"

Copies of Trails, Reunion Programs and other written material in West family files

Muriel Less brief History for the Alpine Lodge Hostess Manual 2003

My husband's father, Harry Phillip West was a member of the YMCA youth group in 1912 and was a member of the first Board of Directors in 1915. His mother Anita Franz joined in March 1917 and was Secretary in 1919. They both kept albums of photographs, hers labeled, his not. Some of those earliest members were life-long West family friends and there are many photos over the years. I joined in 1952 and was more active at Echo Summit until recent years. I also have taken many photos, labeled and mounted in albums.

Verna Steele West 9-16-2008

## Appendix

### *Dishwasher Operating Instructions*

**PLEASE READ THESE INSTRUCTIONS CAREFULLY!**

**This is a commercial type dishwasher, often called a “Sanitizer”, which works differently than a normal household type dishwasher. Its purpose is to complete the cleaning, and to sterilize, dishes that have already been thoroughly scraped and rinsed. It uses a very short cycle that will NOT remove stuck on, dried food residue, or excessive amounts of any type of food residue.**

The following instructions must be followed EXACTLY to assure proper operation! Incorrect switch settings can cause overflow of water from the dishwasher onto the kitchen floor, and cause the unit to not clean properly.

There are 3 distinct phases to the dishwashing process. **Note that it is very important to properly complete ALL of Phase 3, after all the dishes are washed under Phase 2!**

#### **Phase 1: Fill the dishwasher with hot water**

1. Turn on the hot water in the sink and let it run into the sink until water from the faucet is hot.
2. With the dishwasher empty, on the control panel near the floor, push in on the lower part of the right hand toggle switch to put the machine on “Auto Cycle”. (It will normally already be in that position, but check to be sure it is.)
3. With the door of the dishwasher fully closed, but with the machine still empty, push in the lower part of the left hand toggle switch to turn on the power. The machine will go through a short cycle of just a few seconds to fill the machine’s internal piping system with hot water. (If the machine was not properly drained and shut down after the last use, this operation may take about 2 minutes. That’s OK)

The green light will turn on to show that the power is on.  
The amber light will go on to indicate start of the fill cycle.  
Both lights will go off when the fill cycle is complete.

4. After both lights go off, fully open and close the door. The amber light will come on, and the empty machine will go through a full wash cycle to distribute hot water throughout the machine. This should take about 90 seconds. Near the end of

the cycle, the green light will come on (indicating the start of the final rinse cycle), and then the green and amber lights will go off. Phase 1 is then done, and you are ready for Phase 2.

**Phase 2: Wash the dishes.** You can repeat Phase 2 as many times as needed to wash all of the dishes. Each wash cycle takes about 1-1/2 minutes, (about 90 seconds.)

1. Fully open the door and place a tray of scraped and rinsed dishes in the machine. (Place the tray on the fully opened door and slide it into the machine.)
2. Add one teaspoon of dishwashing powder below the front of the dish rack
3. Close the door completely.

The washing cycle will start itself automatically.  
The amber light will turn on during the complete cycle.  
The green light will turn on during the rinse cycle.  
When the cycle is done, both lights will go off.

4. After both lights go off, the cycle is complete. Open the door and remove the rack of dishes by sliding it out onto the fully open door and then lifting it off. Leave the door open, and start again at step 1 of the wash cycle (or, if you've done the last load, proceed to Phase 3).

**Phase 3: Drain and turn off the machine, and check for residue inside the machine.**

1. When the last load of dishes has been removed, close the door.
2. The empty machine will start a new washing cycle.
3. The amber light will go on. After about one second, you will hear some switches click and water start to run inside the machine. Some water may splash out over the top of the door. Then immediately push in on the top of the left hand toggle switch to put the machine in the "Off/Drain" mode.
4. The machine will automatically rinse and drain itself and shut itself off. Near the end of this cycle, the green light will come on for a few seconds, then both the amber and green lights will go off, indicating that the machine is shut down
5. Open the door, and inspect the metal basket on the lower left side. If there is any silverware or other useful items in it, remove them, clean them and put them away. Remove the basket and rinse out any residue. Check the space under the basket and remove any debris or other items. Replace the basket. (The basket has a handle, like a bail on a bucket, that you can use to lift out the basket and put it back in. Careful! It may be hot!
6. You are done! Good Job!

*California Alpine Club Incident Report*

**Date:**

**Prepared by:**

**Name(s), phone numbers, and affiliation of people involved:**

**Location:**

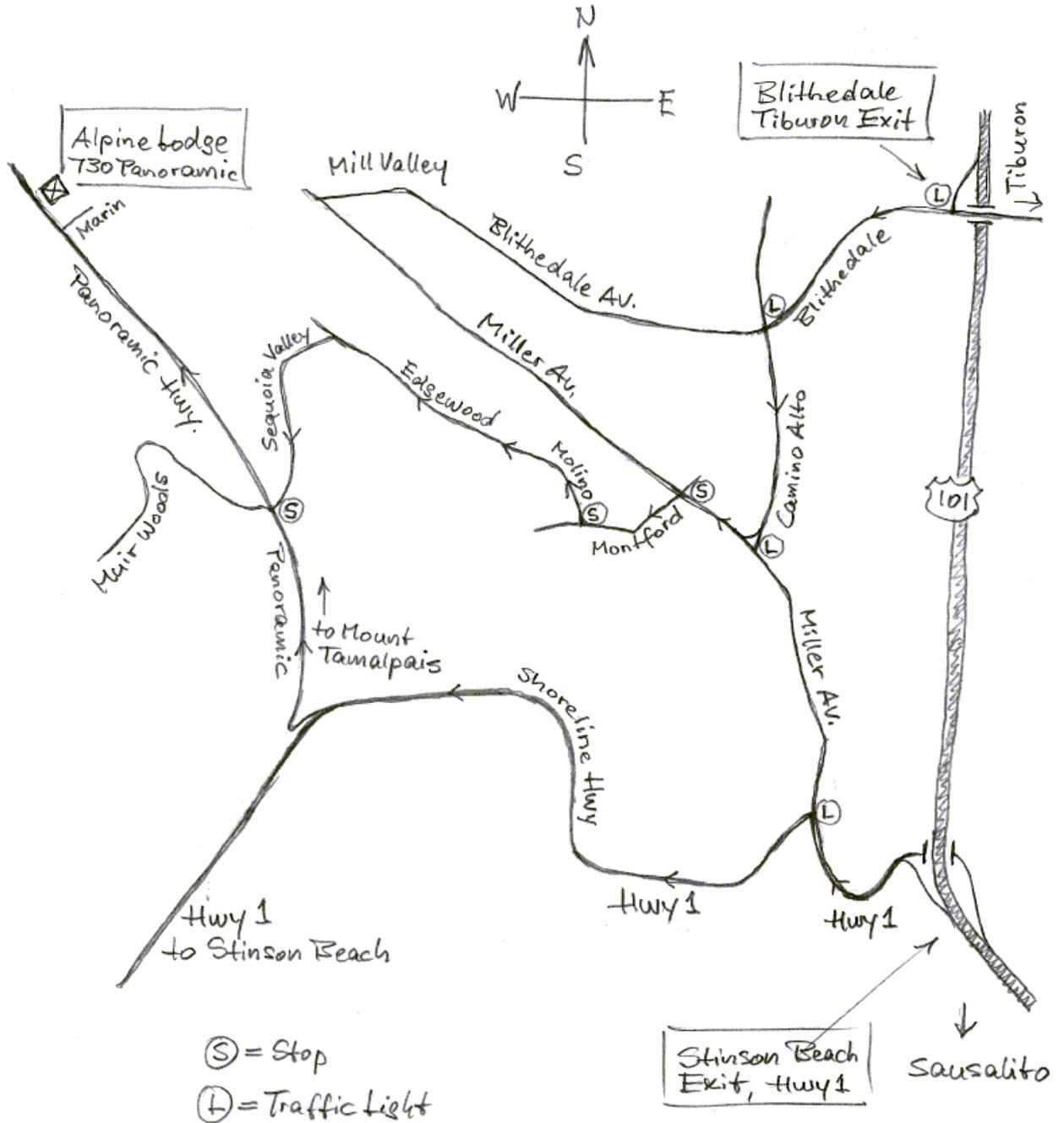
**Reported to whom:**

**Description of incident:**

**Other comments:**

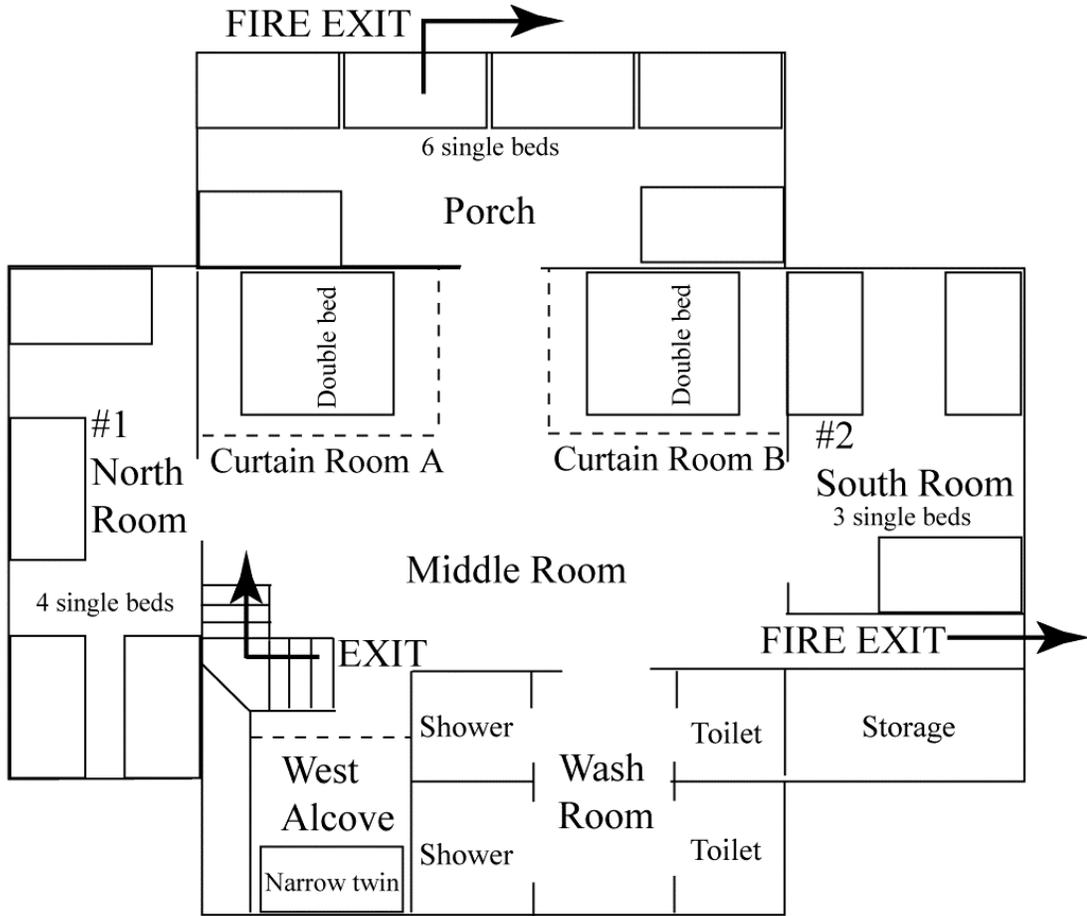
# Directions to Alpine Lodge

Directions to the Alpine Lodge of the California Alpine Club  
 730 Panoramic Hwy., Mill Valley, CA 94941  
 415-388-9940



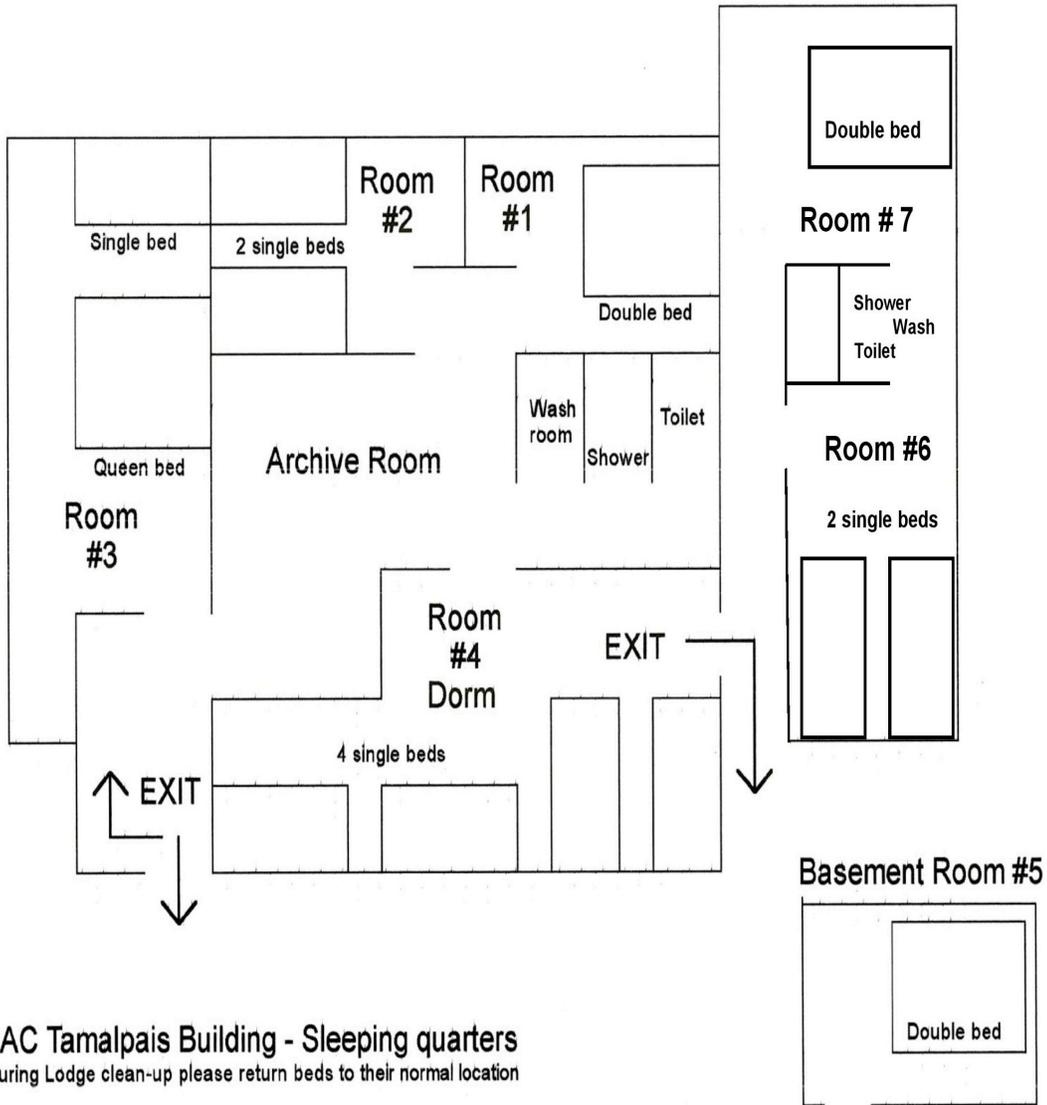
4/6/02 81

# ALPINE LODGE - Sleeping Quarters



## ALPINE LODGE upstairs sleeping quarters

During Lodge cleanup, please return beds to their normal location



**CAC Tamalpais Building - Sleeping quarters**  
 During Lodge clean-up please return beds to their normal location