Alpine Host Report - DAY USE

Day use is not for overnight stays. Examples: Sunday Hikers, Crafting

Name of Trained Host: _____ **Event date(s):** _____

Attendees:

E Mail Address: _____ **Times:** _____

Phone Number: _____

Chart of Accts

Event description: _____

Group Use

Base Fee (Day Use)
Additional charge for groups of 20 people or more $50.00   43420
Fee may be more for special circumstances.

Day Use Fee
Members: # of prsn: _____   X $ 3.00   _____   43420
Guests: # of prsn: _____   X $ 6.00   _____   43430

                    Amount to be paid   **TOTAL**   _____   **(1)

Deposit   Refund dependent on cleaning/damages.   _____   **(3)

Individual Day Use

Day Use Fee
Members: # of prsn: _____   X   _____   43420
Guests: # of prsn: _____   X   _____   43430

                    Amount to be paid   **TOTAL**   _____   **(2)

Donations   _____   **(9)

Supplies for Alpine Lodge (submit receipts):   **(10)   65040

                    Total to Alpine Lodge ((1)+(2)-(3)+(9)-(10))

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

1. Your check	**Donata Mikulik**
2. This Report	2037 W Hearn
3. All Receipts	Santa Rosa CA 95407
4. Attendance List	donatabo@hotmail.com
	707-591-3129

Prepared by: _____ Email Address: _____ Date: _____

Staff Action Coordinator will validate report and send check and report to Alpine Treasurer.
          Maintain files of backup data.   **11/1/2018** DM