

Alpine Host Report — OVERNIGHTS & EVENTS

Club Events are open for all Members and Guests and may be planned far in advance. Examples include overnights, holidays and social gatherings.

Complete and mail with in 10 days of the end of your stay!

Name of Trained Host: Event Dates:

Email Address: Description:

Income - Accommodations	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	# of nights			Totals	Chart of Accounts			
# of Members:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 26.00	<input type="text"/>	43420			
# of Member Children (4-18):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 13.00	<input type="text"/>	43420			
# of Adult Associate Members:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 26.00	<input type="text"/>	43470			
# of Associate Children (4-18):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 13.00	<input type="text"/>	43470			
Adult Associate Member Dues:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x	\$ 10.00	<input type="text"/>	47210			
Total Accommodations Income												<input type="text"/>	[1]			
Income - Meals																
Meals per Event (Members):										# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
Meals per Event (Member Children*):										# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
Meals per Event (Associate):										# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
Meals per Event (Associate Children*):										# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
Breakfasts:										# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
Total Meal Income												<input type="text"/>	[2]			
*Children 4-18: \$13 per night. No fee for children under 4.																
Gross Event Income = [1] + [2] =												<input type="text"/>	[3]			
Expenses:																
Food (submit receipts):												<input type="text"/>				
Decorations (submit receipts):												<input type="text"/>				
Other (submit receipts):												<input type="text"/>				
Total Food & Décor Expenses												<input type="text"/>	[4]			
Dishwasher Fee (submit contract/invoice):																
Gratuity for Dishwasher:												<input type="text"/>				
Cleaning Fee (submit contract/invoice):												<input type="text"/>				
Total Contractor Expenses												<input type="text"/>	[5]			
Total Event Expense = [4] + [5] =												<input type="text"/>	[6]			
Miscellaneous Income																
Donations												<input type="text"/>	[7]			
Supplies for Alpine Lodge (submit receipts)												<input type="text"/>	[8]			
Supplies for Alpine Lodge (submit receipts)												<input type="text"/>	[9]			
Net to Alpine Lodge = [3] - [6] + [7] + [8] - [9] =												<input type="text"/>				

Please make check payable to **Alpine Lodge**. (not CAC, not California Alpine Club, not Alpine Club)

Send the following to the Alpine Lodge Trustee:

1. Your Check payable to **ALPINE LODGE**
2. This Report
3. Event Liability and Member Log
4. Copy of Associate Membership Coupon
5. Leave No Trace Check Out form
6. Receipts for Lodge supplies, if any

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 wendiolmstead@comcast.net
 707-478-9344

Prepared by: Email: Date:

Staff Actions: Trustee will validate report and send check and report to Alpine Treasurer.
 Maintain files of backup data.