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: _____

Event description: _____

Group Use

Base Fee (Day Use)
Additional charge for groups of 20 people or more $ 65.00 [ ] **[1]
Fee may be more for special circumstances.

Day Use Fee

Members:	# of prsn: [ ]	X	$ 4.00	$0.00
Guests:	# of prsn: [ ]	X	$ 7.00	$0.00

Amount to be paid **TOTAL** **$0.00** **[2]

Individual Day Use

Day Use Fee

Members:	# of prsn: [ ]	X	$ 4.00	$0.00
Guests:	# of prsn: [ ]	X	$ 7.00	$0.00

Amount to be paid **TOTAL** **$0.00** **[3]

Donations $0.00 **[4]

Supplies for Alpine Lodge (submit receipts): **$0.00** **[5]

Total to Alpine Lodge ((1)+(2)+(3)+(4)-(5)) **$0.00**

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. This Report
2. Member-Associate Member Log
3. Leave No Trace Check Out form
4. Inventory Essentials
5. Receipts for Lodge supplies, if any
6. ONE CHECK from HOST or VENMO payment
(Write the date of your event in the check/venmo memo)

Amy Pertschuk
31 Liberty Dock
Sausalito, CA 94965
alpine.cac@gmail.com
415-686-5990

VENMO: @Alpine-Lodge-CAC

Prepared by: _____ Email Address: _____ Date: _____

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

INSTRUCTIONS:

Rows 1 - 2	Fill out event information
Rows 3 - 6	Enter number of members, Associate Members and Children per night, including host.
Row 7	Enter Adult Associate Member nights from row 5, total and MULTIPLY by $10
Row 8	TOTAL rows 3-7
Rows 9 - 13	If members are charged for meals, enter number of people, cost and TOTAL
Row 14	TOTAL rows 9-13
Row 15-16	Enter Donations and Misc Income if any
Row 17	TOTAL Income [1] [2] [3] [4]
Row 18	If meals are provided, enter food expenses*
Row 19-20	Enter additional expenses, if any
Row 21	TOTAL expenses (rows 18-20)*
Row 22	Enter supplies purchased for Alpine Lodge if any
Row 23	Report number of Complementary Overnights - if Any
Row 24	SUBTRACT expenses [6] [7] from GROSS income [5]

* Expenses (row 21) should not exceed 50% of Total Meal Income (row 14) target for CAC events is 70%

REV NOV '26 AP