

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!

1 **Name of Trained Host:** **Event Dates:**

2 **Email Address:** **Description:**

Income - Accommodations	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	total		TOTAL	Chart of Accounts	
3 # of Members:									x \$ 26.00				43420
4 # of Member Children (4-18):									x \$ 13.00				43420
5 # of Adult Associate Members:									x \$ 26.00				43421
6 # of Associate Children (4-18):									x \$ 13.00				43421
7 Adult Associate Member Dues:									x \$ 10.00				47210

*Children 4 – 18: \$13 per night. No fee for children under 4.

8 **Total Accommodations Income** **[1]**

Income - Meals

9 Meals per Event (Members):	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
10 Meals per Event (Member Children*):	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
11 Meals per Event (Associate):	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
12 Meals per Event (Associate Children*):	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>
13 Breakfasts:	# of people:	<input type="text"/>	x	Cost/person:	<input type="text"/>	=	<input type="text"/>

14 **Total Meal Income** **[2]** 43435

15 Donations **[3]** 43405

16 Miscellaneous Income **[4]** 43460

17 **Gross Event Income = [1] + [2] + [3] + [4] =** **[5]**

Expenses (submit receipts):

18 Food: 62800

19 Decorations: 62800

20 Other:

21 **Total Event Expenses =** **[6]**

22 Supplies for Alpine Lodge: **[7]** 65040

23 **Net to Alpine Lodge = [5] - [6] - [7] =**

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. ONE CHECK from HOST payable to ALPINE LODGE | Wendi Olmstead |
| 2. Write the date of your event in the check memo | 1444 Sunrise Pkwy |
| 3. This Report | Petaluma, CA 94954-1542 |
| 4. Event Liability and Member Log | wendiolmstead@comcast.net |
| 5. Copy of Associate Membership Coupon | 707-478-9344 |
| 6. Leave No Trace Check Out form | |
| 7. Receipts for Lodge supplies, if any | |

Prepared by: Email: Date:

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

INSTRUCTIONS:
FOR EXEL DOC: FILL IN GREEN FIELDS ONLY - orange fields total automatically
IF YOU PRINT HOST REPORT BEFORE ENTERING DATA - fill all fields and calculate totals

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Rows 1 - 2: Fill out event information**Rows 3 - 6: Enter number of members, Associate Members and Children per night****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: 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%**