

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 & 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	total		TOTAL
# of Members:										x	\$ 26.00
# of Member Children (4-18):										x	\$ 13.00
# of Adult Associate Members:										x	\$ 26.00
# of Associate Children (4-18):										x	\$ 13.00
Adult Associate Member Dues:										x	\$ 10.00

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

Total Accommodations Income

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

Donations

Miscellaneous Income

Gross Event Income = [1] + [2] + [3] + [4] =

Expenses (submit receipts):

Food:
 Decorations:
 Other:

Total Event Expenses =

Supplies for Alpine Lodge:

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

Complementary Overnights? Check one -->> Yes No **Total \$\$ Comped -->>**

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

Wendi Olmstead
 1444 Sunrise Pkwy
 Petaluma, CA 94954-1542
 wendiolmstead@comcast.net
 707-478-9344

(Write the date of your event in the check/venmo memo)

VENMO: @Alpine-Lodge (NOT @Alpine-Lodge1)

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:

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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]

Row 24: Report number of Complementary Overnights - if Any

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