

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	
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Income - Meals

Meals per Event (Members):	# of people:		x	Cost/person:		=	
Meals per Event (Member Children*):	# of people:		x	Cost/person:		=	
Meals per Event (Associate):	# of people:		x	Cost/person:		=	
Meals per Event (Associate Children*):	# of people:		x	Cost/person:		=	
Breakfasts:	# of people:		x	Cost/person:		=	

Total Meal Income	
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Donations	
Miscellaneous Income	

Gross Event Income = [1] + [2] + [3] + [4] =	
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Expenses (submit receipts):

Food:	
Decorations:	
Other:	

Total Event Expenses =	
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Supplies for Alpine Lodge:	
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Complementary Overnights? -->>	Yes	# of Nights -->>		\$ Comped -->>	\$0.00
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Net to Alpine Lodge = [5] - [6] - [7] - [8] =	
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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)

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

VENMO: @alpine-lodge-cac (NOT @Alpine-Lodge1)

Prepared by:		Email:		Date:	
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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]

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%