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

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**
3	# of Members:										x	$ 26.00	
4	# of Member Children (4-18):										x	$ 13.00	
5	# of Adult Associate Members:										x	$ 26.00	
6	# of Associate Children (4-18):										x	$ 13.00	
7	Adult Associate Member Dues:										x	$ 10.00	

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

8	**Total Accommodations Income**	

Income - Meals

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

14	**Total Meal Income**	
15	Donations	
16	Miscellaneous Income	
17	**Gross Event Income = [1] + [2] + [3] + [4] =**	

Expenses (submit receipts):

18	Food:	
19	Decorations:	
20	Other:	
21	**Total Event Expenses =**	
22	Supplies for Alpine Lodge:	

24	**Complementary Overnights? -->>**		Yes	**# of Nights -->>**		**$ Comped -->**	**$0.00**
23	**Net to Alpine Lodge = [5] - [6] -[7] - [8]=**						

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: | Date:

Staff Actions: Trustee will validate report and send check and report to Alpine Treasurer and Maintain files of bac
INSTRUCTIONS:

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