

# 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 **Comped Overnights:**  For Host and volunteers. See Instructions below [8]

24 **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                                    | <b>Wendi Olmstead</b>     |
| 2. ONE CHECK from HOST payable to ALPINE LODG     | 1444 Sunrise Pkwy         |
| 3. Write the date of your event in the check memo |                           |
| 4. Event Liability and Member Log                 | Petaluma, CA 94954-1542   |
| 5. Copy of Associate Membership Coupon            | wendiolmstead@comcast.net |
| 5. Leave No Trace Check Out form                  | 707-478-9344              |
| 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 comped overnight fees**

**- AL work party volunteers & CAC event volunteers (Per RES 14)**

**- Host of member overnights (\$26 per night)**

**Row 24: SUBTRACT expenses [6] [7] [8] from GROSS income [5]**

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