

MONTEREY LODGE #1285 PARTY REQUEST SHEET

Chairperson: _____

Party Date: _____

Title of Event: _____

Brunch

Anticipated Attendance: _____

Lunch/BBQ

Music/Band: _____

Dinner

Other _____

Projected Costs:

Food	\$	_____
Beverages	\$	_____
Linen	\$	_____
Decorating	\$	_____
Music/Band	\$	_____
Other	\$	_____
Charge per person	\$	_____

Menu:

Checklist & Responsible Party (as appropriate):

Microphone set up: _____
 Decorations: _____
 Special Invitations: _____

Contact Article: _____
 Clean up: _____
 Other: _____

Remarks:

Event Chairperson:

Signature

Date

Approvals:

Exalted Ruler

Date

Activities Chairperson

Date

Lodge Secretary

Date

House Committee

Date

Caterer (Use of Kitchen Approved)

Date

Distribution:

- | | |
|---|--|
| <input type="checkbox"/> Exalted Ruler | <input type="checkbox"/> House Committee |
| <input type="checkbox"/> Activities Chairperson | <input type="checkbox"/> Trustees |
| <input type="checkbox"/> Lodge Secretary | |

MONTEREY LODGE #1285
RULES FOR SPONSORING A PARTY

- 1) To allow enough time to obtain appropriate approvals from the House Committee, Board of Trustees and the Floor of the Lodge, an official Party Sheet must be completed and submitted at least 6-8 weeks prior to the event.
- 2) The requested party date availability must be approved by the Lodge office and the caterer. (For the most part, events should not be planned for a Saturday since the bulk of the caterer's parties are scheduled on Saturdays.)
- 3) PARTY SHEETS MUST BE FILLED OUT COMPLETELY
 - a) Name of Chairperson – Note: This must be a Lodge member
 - b) Event Committee
 - i) Name of person in charge of cooking
 - ii) Name of person in charge of set-up
 - iii) Name of person in charge of clean-up
 - c) Purpose of function. designation of profits
 - d) Estimated costs, including:
 - i) Food, entertainment, linen, other
 - ii) Only the Board of Trustees can authorize a "contract" for entertainment (with Lodge Floor approval).
- 4) Numbered dinner tickets will be used for all events.
- 5) All food is to be prepared on Elks premises utilizing the stove, grill and refrigerator in the BBQ area. This area is to be left clean and neat.
- 6) NO food will be prepared in the main Elks kitchen without prior approval. A formal request to use the kitchen must be made and approved by the caterer. (See Party Sheet.)
 - a) Should the main Elks kitchen be utilized, it shall be left clean and neat.
 - b) NO alcoholic beverages will be allowed in the kitchen. All other beverages must be in metal/plastic containers.
- 7) Leftover food will either be sold as "meals-to-go" or donated to an appropriate charitable organization.
- 8) Proper health and safety regulations will be observed and enforced at all times.
- 9) A sufficient number of volunteers will be available to cover all aspects of the event.
- 10) Any free, discounted or complimentary meals or beverages must be listed on the Party Sheet and approved in advance of the event.
- 11) No unaffiliated Elk shall be allowed on the premises. Volunteers must be members in good standing or their spouses.
- 12) No Lodge property or equipment shall be taken off the premises. The back door is to be kept closed.
- 13) After the conclusion of the event, detailed vendor receipts will be submitted to the Lodge office for payment. Vendor receipts must include name of vendor, price of items and the amount purchased. Payment will not be made from general, bulk receipts. Final expenses for the event must be within approved budget.
- 14) No outside caterers will be allowed to prepare food for an event.
- 15) **PERSONS NOT FOLLOWING THESE RULES MAY LOSE THEIR PRIVILEGES TO SPONSOR ANOTHER PARTY.**

I understand the rules as set forth in this policy and agree to abide by them for the event detailed in the attached Party Sheet.

Signature

Date