

Policy and Procedures for Activities Committee

Activities Committee

The purpose of the Crane Lakes Activities Committee is to provide social events on a regular basis for the CLHOA membership and general residents. This committee is the heart of the Crane Lakes Community and the purpose of the Crane Lakes Homeowners' Association 501(c) (7) Non-Profit Corporation, as set forth by definition from the Internal Revenue Service.

The Activities Committee consists of a Chairperson(s) who coordinates with the CLHOA Board Activities Liaison and with the CLHOA Board Treasurer, as set forth in these Policies and Procedures. Two additional Sub-Chairpersons are required to assist the Chairperson(s) and/or to take charge during times of vacation or illness. The Activities Chairperson may invite additional Team members to join the committee. This group will form the Activities Team and will work together to plan out the calendar for the year and upcoming years.

The Activities Committee collects monies from the resident membership through ticket sales for certain events and then spends those dollars, as needed, to complete that event. Events include, but are not limited to, dances, dining experience, shows, lectures, business expos, sales, performances, theatre, sporting events, etc.

General Responsibilities of Activities Chairperson

1. Oversee events that fall under the responsibility of the Activity Committee.
2. Arrange for finding an Event Host as far in advance as possible.
3. Train Event Host (if needed), for a full understanding of responsibilities, including key dates, planning, budgeting, ticket sales, etc. (*Attachment 1*).
4. Secure entertainment (*Attachment 7 & Attachment 7-DJ*), and reserve the ballroom as far in advance as possible. By December, reserve all ballroom dates for the following year.
5. Maintain an event calendar to use for future reference. Include ticket count, band, costs, profit, expenses, etc.
6. Work with kitchen Chairperson to make sure event supplies are available.
7. Prepare a monthly activity report for the Courier and the E-Mail Blast.
8. Prepare monthly report for HOA General Informational Meetings on the 2nd Thursday of each month.
9. Provide the Board with an updated list of current Activities Team members.
10. Changing Leadership: Review all books and procedures with new Activities Chairperson, turn over books and keys and answer any questions. Attend at least the first Activities Committee meeting with the new Chairperson for a smooth transition.

General Responsibilities of Activities Sub-Chairperson

1. Be totally familiar with the Policies and Procedures of the Activities Committee and how to run an event.
2. Support the Activities Chairperson in whatever capacity has been agreed upon between the two individuals.
3. Be available to take charge, should the Activities Chairperson goes on vacation, become ill, resign from the position or should there be a change in leadership.

HOSTING AN EVENT

1. HOST/HOESSE - Call the Activities Chairperson and volunteer to be in charge of an HOA calendared event. Enlist 4 or more volunteers to assist you with the event.
2. REQUIRED PAPERWORK - About 4 weeks prior to the event, meet with the Activities Chairperson to discuss a proposed budget for the event (*Attachment 5*). At that time, fill out the Event Key Dates form (*Attachment 1*). Door prize expenses should be kept under 15% of the actual amount of ticket sales. All receipts for expenditures incurred are required and should be kept separate from any personal items purchased. All receipts should be attached to a Reimbursement Form (*Attachment 4*), and given to the Chairperson who will make copies and submit the package to the Treasurer. The host will be given reimbursement checks within a week of submission. All service receipts (band, DJ, caterer, etc.), should be handed in to the Activities Chairperson with your other paperwork the day after the event.
3. PUBLICITY - Publicity should include the name of the event, food, entertainment, HOA and Non-HOA ticket cost, date, hours of the event, time the doors will open and the host with his/her phone number. All flyers must also include the words: "No tickets will be sold to or for anyone under the age of 18, when alcoholic beverages are going to be present", or "No one under 18 admitted".
 - a. Prepare an article for the Courier proofed by the Chairperson or the HOA Liaison which should be submitted to the main office by the 15th of the 3rd month prior to the event. For example, with an event date of April 12th, publication should be to the office by January 15th for a full page ad in the February Courier and that same publication will run as a half page ad in the March Courier. Other notices for the Courier publications must be into the main office (cranelakes@cfl.rr.com) by the 15th of the month prior to the publication. (Ex. Publication in the December Courier must be in by November 15th.)
 - b. All posters (1), flyers (5), and tickets are to be printed by Ponce Inlet Printing Company. Copy should be to PIP about 5 weeks prior to the event.
 - c. Prepare a notice for the weekly E-Mail Blast and deliver it to the Board Membership Liaison or the person in charge of E-Mail Blast.
 - d. Post a flyer on the 3 HOA bulletin boards and the poster in the ball room.
4. EVENT CANCELLATION - Host should contact the Chairperson or the HOA Board Liaison before cancelling or changing any event. Board approval is required before cancelling or changing any event.
5. OUTSIDE VENDORS - There will be no raffles or "give-aways" by any outside vendors at any HOA Event except those sponsored by the vendor. Any other exceptions must be approved by the HOA Board. [*Other events that might have outside vendors would be the Business Expo or the Craft Show.*]
6. BANQUET HALL -
HOSTESS:
 - a. Decorate as desired. Check the storage boxes to see what is available before purchasing new items. Any items used from the storage boxes should be returned at the completion of the event. Do not return any used items. Confetti or glitter are not allowed to be used for decorating.
 - b. It is suggested that if the event is not sold out, extra tables should be set up with complete settings and decorations.
 - c. Table arrangements should be kept to the normal set up as shown herein on (*Attachment 2*). Other table arrangements will require approval from the Board via the Liaison.

- d. Coordinate with the HOA President to turn the a/c colder about 6 hours prior to the start of the event and to unlock the entry doors by 6PM. Coordinate with the Kitchen Chairperson to obtain the key to the kitchen supply room the night before the event.
- d. Lights should be turned on as needed and turned off at the end of event. The light switches are in the center storage room behind the curtains and the switch plates are marked. Turn on and off, lights in the restrooms. Light switch for the chandelier is located outside the Conference Room on the left side of the door.
- e. Arrange for food servers if the event includes food. Food handlers must follow State Food Handling Regulations.
- f. Plan to say the US Pledge of Allegiance at the start of the event. Also, thank volunteers at an appropriate time during the event.
- g. Have checks ready to pay the band at the end of the night and a service invoice for signatures.

7. AFTER THE EVENT - Each event will use the maintenance clean up service provided by management for \$100. The responsibilities of the host and the maintenance clean up service are as follows:

a. Maintenance Clean Up Service Responsibilities:

- Vacuum everything
- Mop kitchen floor
- Rinse out trash bins if needed
- Wipe all tables
- Clean the dance floor
- Wipe down the entire kitchen
- Clean the kitchen sinks

b. Host Responsibilities:

- Take out trash, always using the push cart, so there is no dripping. Trash goes to the garbage bins outside of The Roost. Return trash cart to kitchen area.
- Leave 2 bags on or in each trash container. If the trash container needs to be rinsed out, hang 2 bags on the side of the container. If the trash container is clean, place 1 bag in the bottom of the container and hang the other bag around the perimeter of the container so it is ready to use. Leave a note for the maintenance clean up service if the cans need rinsing.
- Replace any tables/chairs moved (unless the clean up team was paid to move the tables and chairs) to the normal arrangement. (*Attachment 2*)
- Replace decorations in HOA containers and return them to the storage room.
- Wash and put away any things in the kitchen that were used. Return items to the locked storage closet. Take home any towels or rags that were used. Wash and return them the next day.
- If the chair covers are used the budget should include the cost for laundering services.
- Turn off lights in the main ballroom and bathrooms after all guests have left the premises.
- Return kitchen key to the Kitchen chairperson the next day.
- Contact HOA President to return a/c to normal settings.
- Send thank you notes to your volunteer committee members.
- Optional: Submit in writing any brief comments which might include information on what went wrong and what went well.

Attachment Key

- Attachment 1 - Key Event Dates
- Attachment 2 - Floor Plan
- Attachment 3 - Service Receipts
- Attachment 4 - Reimbursement Form for Expenses
- Attachment 5 - Event Budget
- Attachment 6 - Host check list
- Attachment 7 & 7DJ - Entertainment Contract

ATTACHMENT 1

(Event - Key Dates)

Event: _____ Chair: _____

Date: _____ Co-Chair: _____

<u>Date</u>	<u>Description</u>
_____.	Black and white event flyer to Crane Courier 3 months prior
_____.	Estimated budget to Treasurer 6 weeks prior to event
_____.	Finalize ticket prices with Activities Chair 6 weeks prior to event
_____.	Print tickets & flyers/posters 5 weeks prior
_____.	4 Color posters to approved clubhouse locations 4 wks prior
_____.	Finalized budget to Treasurer 2 weeks prior to event
_____.	Confirm inventory with Kitchen Chairperson - 3 weeks prior
_____.	HOA Ticket sales start - 3 weeks prior to event
_____.	HOA & NON-HOA ticket sales - 2 weeks prior to event
_____.	Pick up checks from Treasurer for services at event 1 week prior
_____.	Other: _____
_____.	Other: _____

ATTACHMENT 2
(Original Floor Plan)

ATTACHMENT 3
(Service Receipt)

Crane Lakes Homeowners' Association, Inc.
1648 Taylor Road Box #249
Port Orange FL 32128

Receipt for Services Rendered:

Date: _____

Name of Vendor: _____

Signature of Vendor: _____

Check No. _____

Check Amount \$ _____

Crane Lakes Homeowners' Association, Inc.
1648 Taylor Road Box #249
Port Orange FL 32128

Receipt for Services Rendered:

Date: _____

Name of Vendor: _____

Signature of Vendor: _____

Check No. _____

Check Amount \$ _____

ATTACHMENT 4

(Expense Request or Reimbursement Form)

Name: _____

Address: _____

Position/Office/Committee, etc.: _____

Date Submitted: _____

<u>ITEM(S)</u>	<u>AMOUNT</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
<u>TOTAL:</u>	\$ _____

Please attach all receipts, postage, sales slips, etc.

Sign: _____

Print: _____

Paid by check # _____

Date paid _____

CLHOA Treasurer

ATTACHMENT 5

ACTIVITIES BUDGET WORKSHEET

Activity: _____ Chairperson: _____

Event Date: _____ Co-Chair: _____

(Should be submitted 4 weeks prior to event date)

INCOME:

Estimated ticket sales (125) \$ _____ - _____ = \$ _____ *

(Based on ticket price of \$ _____) (6.5% sales tax)

1/2 of 50/50 sales \$ _____

Other \$ _____

Total Income: \$ _____

EXPENSES:

Total Entertainment \$ _____

attach contract copy showing correct name for check or provide correct name for check:

Tablecloths/cups/etc \$ _____

Decorations \$ _____

Other \$ _____

Total Paper \$ _____

Printing Posters/Tkts \$ 65.00

Other Printing \$ _____

Total Printing \$ _____

Food \$ _____

Beverages \$ _____

Catering \$ _____

Other \$ _____

Total Food/Beverage \$ _____

Total Advertising \$ _____

Door Prizes \$ _____ **(limited to 15% of sales - 6.5% tax)*

Other \$ _____

Total Door Prizes \$ _____

Clean up (\$100) \$ 100.00

Table set up (\$100) \$ _____

Total Expenses: \$\$ _____

ATTACHMENT 6

CLEAN UP POST EVENT

Host Responsibilities:

- Take out trash, always using the push cart, so there is no dripping. Trash goes to the garbage bins outside of The Roost. Return trash cart to kitchen area.
- Leave 2 bags on or in each trash container. If the trash container needs to be rinsed out, hang 2 bags on the side of the container. If the trash container is clean, place 1 bag in the bottom of the container and hang the other bag around the perimeter of the container so it is ready to use. Leave a note for the maintenance clean up service if the cans need rinsing.
- Replace any tables/chairs moved (unless the clean up team was paid to move the tables and chairs) to the normal arrangement. (*Attachment 2*)
- Replace decorations in HOA containers and return them to the storage room.
- Wash and put away any things in the kitchen that were used. Return items to the locked storage closet. Take home any towels or rags that were used. Wash and return them the next day.
- If the chair covers are used the budget should include the cost for laundering services.
- Turn off lights in the main ballroom and bathrooms after all guests have left the premises.
- Return kitchen key to the Kitchen chairperson the next day.
- Contact HOA President to return a/c to normal settings.
- Send thank you notes to your volunteer committee members.
- Optional: Submit in writing any brief comments which might include information on what went wrong and what went well.

ATTACHMENT 7

Entertainer Contract

This Entertainer contract (the "Contract") is entered into on _____ (the "Effective Date") by and between Crane Lakes HOA with the address 1850 Crane Lakes Blvd, Port Orange, FL 32128 (the "Client") and _____ with the address _____ (the "Entertainer"), also individually referred to as (the "Party") and collectively, (the "Parties").

The Client wishes to engage the Entertainer to perform live musical entertainment. The Entertainer shall include performing musical entertainment at the location, date and time described in Section 1. The Entertainer may also perform related additional services, including making general announcements.

Section 1 – Event Date & Description.

Event Description: _____

Venue Address: 1850 Crane Lakes Blvd, Port Orange, FL 32128

Event Date: _____

Event Time/Hours for DJ Services: _____ to _____

Section 2 – Payment: The Parties agree to the following Payment and Payment Terms.

Total Fee of Services: \$ _____

Non-Refundable Deposit Due Upon Execution of the Contract: \$ _____

Balance Due on Date of Event: \$ _____

Check(s) payable to: _____

If the Event goes beyond the time stated above, the Client shall pay the Entertainer at a rate of \$ _____ per hour for each hour the Event goes beyond the time stated above. Partial hours will be pro-rated.

Section 3 – Entertain Requirements:

The Entertainer requires the following space and electrical requirements.

Space Requirements: _____

Electrical Requirements: _____

Section 4 – Cancellation.

By Client. The client may cancel this Contract at any time prior to the event. Upon cancellation, the Client will be entitled to a refund of any monies paid, except the non-refundable deposit.

By Entertainer. The Entertainer may cancel this Contract at any time. If the Entertainer cancels, they must provide a suitable replacement Entertainer, subject to the Client's approval, which shall be obtained in writing. In the alternative, the Entertainer shall refund all monies previously paid by the Client, including the non-refundable deposit.

Section 5 – Dispute Resolution and Legal Fees. In the event of a dispute arising out of this Contract that cannot be resolved by mutual agreement, the Parties agree to engage in mediation. If the matter cannot be resolved through mediation, and legal action ensues, the successful party will be entitled to its legal fees, including but not limited to the attorneys' fees.

Section 6 – Severability. In the event any provision of this Contract is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of this Contract and all other provisions should continue in full force and effect as valid and enforceable.

Section 7 – Legal and Binding Agreement. This Contract is legal and binding between the Parties as stated above. This Contract may be entered into and is legal and binding in both the United States and throughout Europe. The Parties each represent that they have the authority to enter into this Contract.

Section 8 – Governing Law and Jurisdiction. The Parties agree that this Agreement shall be governed by the State and/or Country in which both Parties do business. In the event the Parties do business in different States and/or Countries, this Contract shall be governed by Florida Law.

Section 9 – Entire Agreement. The Parties acknowledge and agree that this Contract represents the entire agreement between the Parties. In the event the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

The Parties agree to the terms and conditions set forth above as demonstrated by their signature as follows:

Client:

Signature _____

Print Name _____

Date _____

Contact Info email _____ phone _____

Entertainer:

Signature _____

Print Name _____

Date _____

Contact Info email _____ phone _____

ATTACHMENT 7 - DJ

DJ Contract

This DJ contract (the "Contract") is entered into on _____ (the "Effective Date") by and between Crane Lakes HOA with the address 1850 Crane Lakes Blvd, Port Orange, FL 32128 (the "Client") and _____ with the address of _____ (the "DJ"), also individually referred to as (the "Party") and collectively, (the "Parties").

The Client wishes to engage the DJ to provide DJ services. The DJ services shall include providing musical entertainment at the location, date and time described in Section 1. The DJ may also perform related additional services, including making general announcements.

Section 1 – Event Date & Description.

Event Description: _____
Venue Address: 1850 Crane Lakes Blvd, Port Orange, FL 32128
Event Date: _____
Event Time/Hours for DJ Services: _____

Section 2 – Payment: The Parties agree to the following Payment and Payment Terms.

Total Fee of Services: _____
Non-Refundable Deposit Due Upon Execution of the Contract: _____
Balance Due on Date of Event: _____
Check payable to _____
If the Event goes beyond the time stated above, the Client shall pay the DJ at a rate of \$_____ per hour for each hour the Event goes beyond the time stated above. Partial hours will be pro-rated.

Section 3 – DJ Requirements: The DJ requires the following space and electrical requirements.

Space Requirements: _____
Electrical Requirements: _____

Section 4 – Cancellation.

By Client. The client may cancel this Contract at any time prior to the event. Upon cancellation, the Client will be entitled to a refund of any monies paid, except the non-refundable deposit.

By DJ. The DJ may cancel this Contract at any time. If the DJ cancels, it must provide a suitable replacement DJ, subject to the Client's approval, which shall be obtained in writing. In the alternative, the DJ shall refund all monies previously paid by the Client, including the non-refundable deposit.

Section 5 – Dispute Resolution and Legal Fees. In the event of a dispute arising out of this Contract that cannot be resolved by mutual agreement, the Parties agree to engage in mediation. If the matter cannot be resolved through mediation, and legal action ensues, the successful party will be entitled to its legal fees, including but not limited to the attorneys' fees.

Section 6 – Severability. In the event any provision of this Contract is deemed invalid or unenforceable, in whole or in part, that part shall be severed from the remainder of the Agreement and all other provisions should continue in full force and effect as valid and enforceable.

Section 7 – Legal and Binding Agreement. This Contract is legal and binding between the Parties as stated above. This Contract may be entered into and is legal and binding in both the United States and throughout Europe. The Parties each represent that they have the authority to enter into this Contract.

Section 8 – Governing Law and Jurisdiction. The Parties agree that this Contract shall be governed by the State and/or Country in which both Parties do business. In the event the Parties do business in different States and/or Countries, this Contract shall be governed by Florida Law.

Section 9 – Entire Agreement. The Parties acknowledge and agree that this Contract represents the entire agreement between the Parties. In the event the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

The Parties agree to the terms and conditions set forth above as demonstrated by their signature as follows:

Client

Signature _____

Print Name _____

Date _____

Contact Information – email _____ / phone _____

DJ

Signature _____

Print Name _____

Date _____

Contact Information – email _____ / phone _____

New attachment

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