

SOCIAL COMMITTEE STANDING POLICIES FOR PARTY HOSTS

The Social Committee will strive to hold a party at least once a month.

All party host(s) are entirely responsible for the planning and preparation of the assigned event and are under these procedures.

Seating capacity for any event should not exceed 345 persons. The total number will be at the discretion of the party host(s). (Per Volusia County Fire Regulations, 250 persons downstairs and 95 upstairs.)

Everyone, including the party host, must pay the set fee to attend an HOA Social Committee event. This includes anyone that works at the event, however, excludes contracted persons.

Each party host is responsible for setting the ticket price considering the costs of:

1. Entertainment
2. Refreshments/food
3. Beverages
4. Miscellaneous supplies/door prizes and strive to make income over total expenditure.

Other responsibilities include, but are not limited to, the following:

1. Ticket sales
2. Advertising, posters, TV, etc.
3. Inventory of kitchen supplies required for the party/event
4. Notify the Social Calendar editor by the 12th of the previous month.

Prior to purchasing items **not** directly connected to the cost of an event, approval by the Social Committee Chairperson is required for any expenditure greater than \$100 in total value; i.e., purchasing an item/items that will be used for other Social Committee events in the future and at your event).

Host(s) cannot break any contract unless it is approved by the Social Committee Chairperson and the HOA Board of Directors.

In order to prevent confusion, no two groups should sell tickets at the same time.

A breakdown of the total expenditures and income will be provided along with the proceeds for each event to the HOA Treasurer within seven (7) days.

A copy of the event expense sheet is to be provided to the Social Committee Chairperson. A form is supplied in the party packet.

Disposition of leftover food and/or refreshments:

1. An announcement must be made, after all guests have eaten, there is food left over, if any party guest and workers would like additional food or drinks.
2. A "Leftover" party the next day at poolside, as long as food and refreshments last.
3. Unopened soft drink bottles, wine, and/or liquor, totaling a value of \$50 or greater **MUST** be returned for credit.

*****DO NOT LEAVE OPEN CONTAINERS IN REFRIGERATORS*****

When circumstances beyond our control arise, and up to the time the event food has been ordered, the party host(s) may grant individuals 100% ticket refund. **AFTER THE FOOD HAS BEEN ORDERED,** any request for ticket refund(s) will be at the discretion of the Social Committee Chairperson.

Donations and/or charitable contributions will be handled via the HOA Board of Directors, under its standing policy and/or budget allocations.

Concerns and questions that cannot be resolved via the party host(s) should be directed to the Social Committee Chairperson or HOA President, respectively.

A party packet must be obtained, from the Social Committee Chairperson, two months before the party, by the party host(s). This packet is approved by the BOD and all contracts, if applicable, **MUST** be used. If you are in question, please contact the Social Committee Chairperson. There are forms for you to use which will help you determine the cost of the party and to assist the HOA Treasurer when balancing your party. These forms are also required by the auditor.

HOA Board Approved: March 27, 2019

President: _____