

TO SEPO BOARD:

DATE OF REQUEST:

_____ WOULD LIKE TO RESERVE

_____ RETZLAFF HALL LOUNGE _____ RETZLAFF HALL KITCHEN (day before event)

_____ LOUNGE _____ CARD ROOM _____ GAZEBO _____ PAVILION

FOR THE FOLLOWING:

PRIVATE PARTY _____ PLEASE DESCRIBE _____

CLUB ACTIVITY _____ PLEASE DESCRIBE _____

DATE OF EVENT _____

TIME OF EVENT _____

NUMBER OF PEOPLE TO SETUP FOR _____

KITCHEN _____ SOUND SYSTEM _____ STAGE _____

CONTACT NAME AND PHONE NUMBER _____

I/We understand and agree that all or any part of this reservation may be canceled if the area is needed for SEPO meetings, Women's Club Activities or other special events, as determined by the Board.

I/We further understand that if multiple events occur on a weekend 1/we will be responsible for any setup if changing from previous arrangement.

I/We also understand that we are responsible for turning the air to the designated temperature, taking out trash, wiping off tables, turning off all lights, locking up sound system (if needed) and locking up the building when party or activity is over.

SIGNED _____

Date _____

Approved By _____

Date _____

Special Instructions: Please allow time for setup & time for refrigerator use.

Women's Club Activity: **Party/Event Name Goes Here**

Activity Date: **Month Day, Year**

Committee Members:

NAME	Phone #1	Phone#2	Email Address	Sunshine Address	Responsibilities
Co-Chair Name Goes Here					
Co-Chair Name Goes Here					

Activity Date:

[illegible]

(Form Revised: Jan 22, 2018)

SUNSHINE COUNTRY CLUB ESTATES WOMEN'S CLUB

Activity Income / Expense Report

(This statement to be turned in to the Women's Club Treasurer no later than 5 days after event.)

EVENT: _____

DATE: _____

Chairperson(s): _____

Report Prepared By: _____

DESCRIPTION	INCOME	EXPENSE
<u>INCOME:</u>		
ADVANCE		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
<u>EXPENSES:</u>		
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

USE THIS SECTION WHEN TURNING			*		FINAL TOTALS		
IN MONEY PRIOR TO THE EVENT			*		INCOME:	\$	
Date	Amount	Received By	*	Minus	EXPENSES:	\$	
			*		PROFIT (LOSS):	\$	
			*				
			*				
			*				
			*	Turned in by:	_____		
			*	Received by:	_____		

SUNSHINE COUNTRY CLUB ESTATES WOMEN'S CLUB

Committee Receipt Reimbursement Report

(This statement to be attached to the Income/Expense Report
and turned in to the Women's Club Treasurer no later than 5 days after event.)

Event: _____

Date: _____

Total:

Purchase *[signed receipt(s) attached]*:

Reason for Purchase / Where Purchased:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approved by: _____
Committee Treasurer

Expenses Reimbursed to: _____
Committee Member with Expenses

Date Expenses Reimbursed: _____

FAREWELL PARTY – MARCH 22, 5 PM

SIGN-UP SHEET



Any Checks Should Be Payable To: SCCE Women's Club

NAME	#	Amt PAID: Chk# OR Cash	NAME	#	Amt PAID: Chk# OR Cash
	1			20	
	2			21	
	3			22	
	4			23	
	5			24	
	6			25	
	7			26	
	8			27	
	9			28	
	10			29	
	11			30	
	12			31	
	13			32	
	14			33	
	15			34	
	16			35	
	17			36	
	18			37	
	19			38	

#	NAME	PAID	#	NAME	PAID
1			21		
2			22		
3			23		
4			24		
5			25		
6			26		
7			27		
8			28		
9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

Attendees Checkoff List

[illegible]