

RECREATION EVENT PACKET

Tri-Chair Contact for Event Chair Paperwork & Inquiries

Milan Galovic – milangalovic@iammorrison.com

Martin Logue – rccyonkers@gmail.com

Joey Marino – josephmarino223@yahoo.com

*If you have any questions or need help completing the paperwork, please contact a Tri-Chair
We are here to support you and thank you for volunteering your time.*

Information for Recreation Activity/Event Chairperson

1. **Publicity:** The activity chairperson is responsible to relay publicity information for the event.
✓ See **Recreation Pre-Event Worksheet.**
2. **Flyers:** The activity chairperson must send the flyer to the three (3) Tri-Chairs for approval and distribution.
✓ See **Recreation Pre-Event Worksheet.**
3. **Goods in Stock @ MCH:** Check with the pantry person (*at least 2 weeks* in advance) if you plan to use any pantry supplies.
✓ See **Recreation Pre-Event Worksheet.**

4. **Expenses & Income:**

Expenses:

- Large expenditures, such as food for events, etc., shall be subject to the approval of the Tri-Chairs prior to signing a contract or spending money.
- Required checks need Tri-chair approval. Submit Money Request Sheet to the office one (1) week prior to when needed. Event chairperson may pick up check(s) from the office. No checks can be written on a weekend or a Monday.
- Any monies beyond budgeted expense needs approval from the Tri-Chairs.

✓ See **Money Request Form.**

Income:

- 50/50: Please check with a Tri-Chair for tickets.

✓ See **Final Tally Sheet.**

✓

Concessions:

- Include on form and keep separate from other take in money

✓ See **Final Tally Sheet.**

5. **Catered Events:**

- The office must approve the caterer.
- All caterers must have insurance and be bonded in order to use the kitchen in the Main Club House. A copy of the insurance is required and submitted to the office.

6. **Vendors:**
 - Any vendor hired, and the cost of the event is \$600.00 or more, the vendor will need to complete a W-9. A W-9 needs to be completed for a single event of \$600.00 or more and/or \$600.00 or more for multiple events in a calendar year. The vendor will receive a 1099 from the office.
 - The vendor will need to provide a certificate of insurance with WLEPOA listed as an additional insured or certificate holder. In lieu of a certificate of insurance the vendor can sign a hold harmless agreement. **See attached Indemnity Agreement**
 - » The office **MUST** review and sign all contracts with a copy to the Tri-Chairs.
7. **Contacting General Manager for Maintenance Requests:**
 - Contact/discuss with General Manager any movement or any needs in any facility. Maintenance is available to help you.
 - ✓ See **Pre-Event Worksheet**.
8. **Opening and Closing Facilities, Pantry, Refrigerator & Freezers:**
 - Contact the office for facilities to be opened and closed. Before or after office hours, please contact security's non-emergency number at 570-493-3198.
 - Contact the pantry person for pantry and refrigerators/freezers needs.
9. **Sign In/Check in Sheet:**
 - Required at door for all who attend.
 - Ticketed Events: Pick up a copy of your event sheet in the office. This may be used as a checklist for attendance.
 - Non-Ticketed Events need a sign-in sheet.
 - ✓ See **Sample Sign in Sheet**.
10. **Event Files:**
 - Office and Tri-Chairs hold copies of previous events for your reference.
11. **Event Decoration and Equipment:**
 - Check with a Tri-Chair to see what is available and where it is stored prior to purchasing new décor and/or anything that will require storage. See Event Equipment Person after your event and return any left-over items.
12. **Facilities and Locations:**
 - **MCH & Beaver Lodge:** Tables should be cleared & kitchen cleaned and returned to initial state.
 - **MCH:** Make an announcement reminding people to clean off their table.
 - All facilities and locations must be kept in an orderly fashion before and after the event.
13. **Event Goods/ Leftovers:**
 - Dry Goods-leave in pantry
 - Perishables-consult a Tri-Chair
14. **Event Paperwork:**
 - Submit all bills/receipts with Itemized Expense Worksheet to the office when the event is over. Any monies spent needs documentation.
15. **Maximum Capacity:**
 - MCH: no more than 175
 - Beaver Lodge: no more than 75

Recreation Pre-Event Worksheet

(This form is to be turned into the office six (6) weeks before the event)

Event:	Budget:
Date:	
Event Chairperson(s):	
Co-Chairperson(s):	
<i>When a function is over \$2,000 a second chairperson is required.</i>	
Event Chairperson Phone:	E-mail:

Description of Event:

Event Location: _____ **Event Time:** _____

Do you need tickets for your event?	Yes	No
If YES, please fill out "Recreation Ticket Request Form"		

Publicity For Event and Other Needs

Do You Need... Yes No Contact

<u>Do You Need...</u>	<u>Yes</u>	<u>No</u>	<u>Contact</u>
Flyers Made?			Joey Marino 347-576-0541 - josephmarino223@gmail.com
Event posted to Facebook?			Kathy Sollenne 570-689-4721 - ksollenne@wleonline.org
Event posted on board?			Kathy Sollenne 570-689-4721 - ksollenne@wleonline.org
Event added to the calendar?			Kathy Sollenne 570-689-4721 - ksollenne@wleonline.org
Tents?			Paul Pogozelsk 570-689-0506 - pogo1028@echoes.net <i>Please call if tents are needed</i>
Pantry items and access to pantry?			Casandra Galovic 201-240-6122 - casandragalovic@gmail.com <i>Please call if pantry items are needed</i>
Help from Maintenance?			John Carney 570-689-4721 <i>List needs on back of this sheet</i>
Event Equipment?			Terry Cucciniello 908-205-3881 - mamacucc@aol.com <i>Please call if event equipment is needed</i>
Neighborhood Watch			Mal Mack 610-442-5493 - wmack@echoes.net <i>Please call if Neighborhood Watch is needed</i>

Recreation Ticket Request Form

(Submit six (6) weeks prior to event)

Title of Function: _____

Date of Function: _____

Time of Function: _____

Place of Function: _____

Chairperson(s) of Function: _____

Chairperson Phone Number _____

When a function is over \$2,000 a second chairperson is required.

Cut-off Date: _____

Number of Tickets to be Sold: _____

Table Seating? Yes No

How many at a table? _____ How many tables _____

Is Venmo Accepted Yes No If yes, a \$1.00 service fee is attached.

Is this event for 21 years and older? Yes No

(Only one (1) extension for ticket cut-off as per office request)

\$ amount per adult ticket _____ plus Venmo \$1.00 ages: _____

\$ amount per teen ticket: _____ plus Venmo \$1.00 ages: _____

\$ amount per child ticket: _____ plus Venmon\$1.00 age: _____

Special request: _____

Print Name: _____

Signature: _____

RECREATION

Money/Cash Advance/Payment Request

Today's Date: _____

Please Pay: _____

Name of Person

Phone Number: _____ Email address: _____

Amount: _____

Event: _____

Event Date: _____

Supplies: _____

Notes:

Tri-Chair's Signature: _____

Title of Function: _____

Final Tally Sheet

	(Expenses)	Income
Itemized Expenses Worksheet (TOTAL RECIEPTS)	()	
Tickets sold in office (adult) (x \$_____)		+
Tickets sold in office (child) (x \$_____)		+
Tickets sold at door (adult) (x \$_____)		+
Tickets sold at door (child) (x \$_____)		+
Money made from 50/50		+
Concessions		+
Other		+
Totals	()	+
Cash Advance		
Cash Advance Returned		
Total Profit or Loss for party		

REFERENCE NOTES:

Title of Function: _____

Final Tally Sheet for Bingo.

	<u>(Expenses)</u>	<u>Income</u>
Itemized Expenses Worksheet (TOTAL RECIEPTS)	()	
Total Income		+
Cash Advance		+
Money made from food sale		+
Other		+
Totals		+
Total Profit or Loss for party		

Sign-In for Non-Ticketed Events

(Hand in a sign-in sheet with post event worksheet)

Event:

Date:

Location:

Name	Badge # or Lot & Section	# Of People Attending

Total Attending: _____



wallenpaupack lake estates

PROPERTY OWNERS ASSOCIATION

A GROWING ORGANIZATION

1005 Wallenpaupack Drive
Lake Ariel, PA 18436-9801
570-689-4721
Fax: 570-689-0912

INDEMNITY AGREEMENT

For good and valuable consideration, the receipt of adequacy of which is acknowledged,

The undersigned, _____

(hereinafter referred to as "the Vendor"), of

hereby agrees to indemnify, defend, and hold harmless Wallenpaupack Lake Estates Property Owners Association (hereinafter referred to as "Association") of 1005 Wallenpaupack Drive, Lake Ariel, Pennsylvania, and each of it's members, agents, servants, employees, officers and directors, from and against any and all claims, demands, liability, loss, damages, actions, judgments, costs and expenses, including but not limited to attorney fees, investigative and discovery costs and court costs which in any manner may arise or be alleged to have arisen, or resulted, or alleged to have resulted, from the presence, use, activities, and promotions of any nature or otherwise of the Vendor, his or her agents, servants, employee, licensees, or guests on or adjacent to the premises known as

_____ and located at

Wallenpaupack Lake Estates, Lake Ariel, Pennsylvania,

Including, but not limited to any claims for bodily injury or death of persons and for loss of or damage to property including, but not limited to, claims or loss by the Vendor, his or her agents, servants, employees, licensees, guests or any other person or entity.

Made and executed this _____ day of _____, 20 _____

By _____
Vendor