

Date Submitted Originally _____

ACTIVITY/MEETING ROOM REQUEST FORM

TO SEPO BOARD:

(I / WE) _____ WOULD LIKE TO RESERVE

(Circle Area) If you are having an event and then a dinner etc, please fill out a separate form for each.

RETZLAFF HALL / PAVILLION / POOL / GAZEBO / LIBRARY-LOUNGE / GOLF COURSE

CARD ROOM / BILLIARDS ROOM / WOODSHOP / Other: _____

FOR THE FOLLOWING TYPE (Please Check Mark):

- SUNSHINE ACTIVITY/MTG _____ PLEASE DESCRIBE _____
- PRIVATE PARTY _____ PLEASE DESCRIBE _____

DATE OF ACTIVITY/MEETING _____

TIME OF ACTIVITY/MEETING _____

NUMBER OF PEOPLE TO SETUP FOR (if applicable) _____

WILL YOU NEED TO USE? KITCHEN _____ SOUND SYSTEM _____ MEDIA SYSTEM _____ STAGE _____

I/We understand and agree that all or any part of this reservation may be cancelled 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, I/we will be responsible for any setup if my/ours changes from the other event(s) arrangements.

I/We also understand that we are responsible for turning the A/C to the designated temperature (85), taking out trash, wiping off tables, turning off all lights and fans, turning off media system (if used), locking up sound system (if used) and locking the building when the activity/mtg is over. NOTE: There is no need to lock the building after a daytime meeting.

Signed _____ Phone # _____ Date _____

Approved By _____ Date _____

Date resubmitted _____ Reason _____

Approved By _____ Date _____

Any Special Instructions for this request?

- Please allow time, in your request date(s), for setup and refrigerator use.
- Attach drawing if other than normal setup is required for the area you are requesting.

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:	\$	
			* <td></td> <td>PROFIT (LOSS):</td> <td>\$</td> <td></td>		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

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