

EVENT WORKBOOK

HOLIMONT®



www.HoliMont.com

EVENT INFORMATION

NAME OF EVENT: _____

DATE OF EVENT: _____

START TIME: _____

END TIME: _____

WEEKDAY

WEEKEND

CONTACT: _____

PHONE: _____

EMAIL ADDRESS: _____

MOBILE: _____

EVENT LOCATION (PLEASE BE SPECIFIC): _____

CATERING:

YES

NO

IF YES, PLEASE GIVE DETAILS: _____

ESTIMATED # OF GUESTS: _____

ALCOHOL :

YES

NO

IF YES, PLEASE GIVE DETAILS: _____

TYPE OF BAR:

BEER & WINE. _____

FULL BAR _____

PREMIUM _____

MUSIC:

YES

NO

IF YES, PLEASE GIVE DETAILS: _____

EVENT FEE:

YES

NO

MEMBER TICKET PRICE: \$ _____

NON-MEMBER TICKET PRICE: \$ _____

SPECIAL REQUESTS: _____

OFFICE USE ONLY

APPROVED BY: _____

DATE: _____

HoliMont Social Committee Contract

On behalf of the HoliMont Membership, we would like to thank you for chairing the social event. HoliMont realizes this is a huge responsibility and we appreciate the time and energy you have dedicated to this event. In order to ensure a successful event and avoid any miscommunication, please read over the following agreement.

Sign and return this to the social director at least 30 days prior to the event.

I understand and agree to the following HoliMont Social Policies:

- 1.) A budget must be submitted to the controller prior to advertising the event.
- 2.) All alcoholic beverages must be ordered, provided and served by Dina's at the Mont.
- 3.) All food for any catered event must come from Dina's at the Mont.
- 4.) Decorations – The rooms may be decorated with the use of only tape on wood. No tape on painted walls. No rice, birdseed, confetti, spray string or glitter may be used at HoliMont. Any deviation from this policy will result in an additional cleaning charge of \$200.
- 5.) No one is to be hired as a subcontractor or hired to work the event without approval of HoliMont General Manager.

Refund Policy

The refund policy is determined by the social event chairperson. The HoliMont office will enforce this policy under my direction. The refund policy must be clearly stated where ever tickets are sold.

Name of Event: _____

Date of Event: _____

Chairperson Signature: _____

Date: _____

SOCIAL BUDGET

Social Event budget MUST be approved prior to advertising the event.

Please use the attached Social Budget and Social Evaluation Comments/Suggestions Forms. These forms are intended to document the budget process and compare actual costs to budget for larger social functions. This process will be of great assistance to the chairpersons of subsequent social events.

HoliMont places a great deal of importance on its social programs and greatly appreciates the volunteer efforts of its members to run parties. While our goal in most cases is to break even on a social, we do not wish to put undue pressure on chairpersons to achieve this. We only require an evaluation after each event explaining variances from budget, for example: budget 250 people – actual 200 people, no problem, and no recriminations.

Sue Quattrone is required to review all social budgets prior to spending money for the event or advertising in the Holileaf. Please email a copy of your budget to sue@holimont.com for review. She will also be happy to assist in the budget preparation if you wish. Please follow the procedures outline on the following page. They will be very helpful in preparing our budget.

HoliMont must collect sales tax (8%) on ticket and event income.

Reimbursement: You can arrange for HoliMont to pay by credit card by having your vendor fax or e-mail the invoice. Sue will call your vendor with the credit card number. Otherwise, use the check request form provided for reimbursement. HoliMont will issue a check to you within 7 days.

Social Event Procedures

1. Define event
Time: Apres', Evening or Weekend
Food: Snacks or full meal
Decorations: What will be used
Music: Band, solo entertainer, DJ
Drinks: Wine and Beer, Full bar
Advertising: Website, HoliLeaf, Flyers.
2. Estimate approximate number of people expected. If a repeat event, look at previous attendance, if available.
3. Speak with Dina's at The Mont **(716) 699-2007** or **(716) 699-5330** to discuss cost per person for various food options. Remember to include for gratuity and rentals if applicable.
4. Speak with Dina's at The Mont to get an estimate for the bar bill. Remember to include costs for bartenders, cups, napkins and other supplies.
5. Estimate costs for other items such as music, decorations, prizes, signs etc.
6. Contact Sue Quattrone, Controller, if having a band or performer. Form W-9 (IRS regulation) is required if payment is in excess of \$600. Also a Certificate of Insurance should be requested from a performer as advised by our insurance carrier.
7. Determine the price per person to arrive at break even. Remember price must include sales tax. (8.00%)
8. Email sue@holimont.com or Fax **(716) 699-5029** to Sue Quattrone for review.
9. Contact HoliMont Marketing office for advertising in HoliLeaf (see Event Marketing section)
10. If collecting money at the door, obtain cash box (float \$100.00) from the office. This is requested by completing the cash sign out portion of the Cash Float Form, in advance of event. Use nametags or stamp for identification of paid participant. At end of party, count cash and put income and float in sealed envelope marked with cost per ticket, the number attending and total collected. Complete the cash-in portion of the Cash Float Form and take to the office. Have copy made with all required signatures for your file.
11. Submit all expenses, with the check request form, to the business office for payment or reimbursement. Please do not pay expenses out of money collected.
12. After the event, complete the Evaluation Comments / Suggestions form and send to the social chairperson. This will provide helpful information to subsequent chairpersons.
13. When all costs are in, Sue Quattrone will fill in the actual results on the budget form and return a copy to the Event Chairperson, Social Committee Chairpersons and the Board of Director Liaison.

TICKET SALES:

The office will be involved in ticket sales for large parties whose planning hinges on event sales i.e.: New Year's Eve, Men's Day, and Ladies Day.

Ticket sales for most events can be done in the Center Lobby of the main chalet, according to ticket sales policy of the House Committee. All online ticket sales will be set-up by the HoliMont Marketing department and channeled through the HoliMont website. No other ticket programs shall be used. HoliMont management will specify when and how many tickets will be sold for each event based on the approved budget and occupancy regulations.

Check Request Form

HoliMont Services - Social Events

All check requests must be in three days prior to event.

Prior approval of social budget is mandatory by the controller before check processing.

Event/Social: _____

Amount of Check: _____

Date of Event: _____

Purpose of Check: _____

Check Payable to: _____

Address: _____

Requested by: _____

Signature: _____

INVOICE ATTACHED: YES (ALL INVOICES AND/OR RECEIPTS MUST BE ATTACHED FOR CHECK TO BE ISSUED.)

Office Use Only

Goods Rec'd: _____

Acct. #: _____

Social-Starting Cash Sign Out/In Sheet

Please make sure the required signatures and amounts are filled out. Please be aware amount of starting cash is due at the end of each social event. All shaded areas must be completed.

Name/Social Event: _____ Today's Date: _____

Event Chairperson: _____

Cash Out (-)

Amount Requested: \$ _____ For: _____

Received by: _____ *(signature required)

Employee Signature: _____

Cash In (+)

Amount Received: \$ _____ Date: _____

From (Name): _____

Employee Signature: _____

Dina's at the Mont Social Party Guidelines

- 1.) Request budget information sheet from HoliMont office and submit with required information.
- 2.) Meet with Dina's staff at least 6 weeks prior to event. We will try to accommodate your schedule.
- 3.) Finalize budget and menu before advertising the event.
- 4.) Meet with Dina's staff two weeks prior to event to finalize details.
- 5.) Finalize guest count one week prior to the event. The event will be billed for this count, regardless of how many attend. Number may be added to and charged additionally but not deleted at this point.
- 6.) Signed contract must be returned to Dina's one week prior to the event, with no exceptions.
- 7.) Donated food cannot be accepted for any event due to health standards and laws.
- 8.) All food and beverage must be ordered, provided by and served by Dina's at the Mont.

Thank you for adhering to our policy - your social event will run more smoothly if we all follow the same rules and work together to make each event fun and easy for all.



Dina's at the Mont - Event Information

Name of Event: _____

Contact Person: _____

Date of Event: _____

Contact Phone: _____

START TIME: _____ END TIME: _____

Contact: Email: _____

Total number of guests: _____

Estimated Budget per person: _____

Room set-up One week before event.

Type of food requested: Sit Down Dinner Buffet Appetizers Pizza & Wings

Any known food allergies or special dietary restrictions: _____

Type of beverages requested: Beer & Wine Cash Bar Other: _____

Special Requests: _____

Building Rental

All space must be booked through group sales in the HoliMont office. No parties may be held on any HoliMont property without express permission from HoliMont management. This includes chalets, slopes, trails, patios and structures.

Food and Beverage

All food and beverages must be ordered, provided and served by Dina's at the Mont.

Exception: When having an organized gathering of members during the winter months and there is no charge to attend.

Alcohol

All alcoholic beverages must be ordered, provided and served by Dina's

Additional Services and Add-On's

- Shuttle Service
- Top of Hill Rentals
- DJ / Music / Band
- Floral Arrangements

Event Marketing

Please adhere to the these policies before advertising your event.

All event budgets and contracts must be complete and approved before any advertising or ticket sales take place.

HoliMont Calendar

Please submit event time and basic details as soon as they are approved. This information will be added to the HoliMont online calendar with links to more information and ticket sales.

Posters & Signs

Posters, signs, flyers are allowed but must be posted by HoliMont staff. The HoliMont marketing department can assist with graphic design work and production. Outdoor signs must be weather and wind proof for installation. Event signs shall have all pertinent information including but not limited to:

Event name and or theme
Event ticket information
Event time and location

Sign Sizes

Chalet Flyers: _____ 8 1/2" x 11"

Chalet Posters: _____ 24" x 36"

Ski Lift Signs: _____ 18" x 24"

HoliMont Logo and Give-Away Items

All event logo usage must be approved by the HoliMont Marketing Department. Any give-away item that has the HoliMont logo printed, embroidered or other, must be ordered through Slopeside Snowsports, LLC. Event chairperson is responsible for quantities ordered and compliance with the approved budget. All left over items are the responsibility of the event chair person. Slopeside Snowsports, LLC. is not responsible for buying, selling or distributing the remaining items.

Website

HoliMont social events are only to be advertised on the HoliMont website and social media pages. No secondary websites or registrations are permitted. This helps us maintain continuity in information and deadlines. All event information will be posted in a timely fashion. Links to event pages located at HoliMont.com will be shared and can be dispersed through acceptable methods. All dates, prices and details shall be approved and delivered to the marketing department no less than one month from the event date.

Ticket Sales

All event tickets shall be available though the main office at HoliMont or online at HoliMont's website. No other online methods are permitted. Online ticket sales will start no less than 30 days prior to the event.

Email

All email notifications, registrations and announcements will be sent from the HoliMont office. Email campaigns can be created and distributed though appropriate and approved channels. Member information cannot be shared outside of the Club and its membership.

HoliLeaf

All HoliMont member events are entitled to free advertising in the HoliLeaf newsletter. Please work with the marketing department to develop an ad or ads for your event. Ads are due for printing by the 15th of each month. (ie: Nov 15th deadline for Dec issue)

Event Set-Up and Maintenance

Please adhere to these policies before advertising your event.

Two weeks prior to Event (Please use chalet diagram for detailed notes and information)

- 1.) Table and chair arrangements _____
- 2.) Outdoor requirements if needed _____
- 3.) Signage - Must be received at least 2 weeks before event _____
- 4.) List of tools, equipment and final requirements _____

Set-Up Requirements

Tables

All table requirements and set-ups are subject to availability and chalet schedule.

- 1.) Rectangle Tables (3' x 5') QTY: _____
- 2.) Round Tables (6' Dia.) QTY: _____
- 3.) Gift Table Size: _____ QTY: _____

Chairs

- 1.) Blue Cloth / Padded QTY: _____ Location: _____
- 2.) Brown Plastic QTY: _____ Location: _____
- 3.) Wooden Benches QTY: _____ Location: _____

Standard Set-Ups

- A.) The original set-up for ski season.
- B.) Buffet Set-up - Tables for buffet parallel with slope windows near bench.
- C.) Buffet Set-Up - Buffet in center of room, tables parallel with slope windows.
- D.) Buffet Set-Up - Buffet near fireplace, tables parallel with slope windows.
- E.) Tables Only - Head table near slope windows.
- F.) Tables Only - Head table near fireplace.
- G.) Tables Only - Head table in the center of the room.
- H.) Buffet set in the center of the chalet in between Sunset and Sunrise.

Notes & Additional Information

Entertainment

Food & Beverage

General Notes & Information

EVENT NAME: _____

EVENT DATE: _____

Approved : _____ Date: _____

