



7845 Berkshire Pines Drive, Naples, Florida 34104

Phone: 239-353-5913 Fax: 239-353-5098

SOCIAL EVENT GUIDELINES

- **All social events and classes will be coordinated by the Social Committee. A host or hostess must volunteer to supervise, coordinate and budget a Social Event. All social events must be open to all residents. All residents are eligible to participate as host or hostess for any social event. Multiple residents may be involved in a single social event (See attached Event Proposal and Class Proposal).**
- **The Social Committee will discuss the merits of any Social Event request made by homeowners and decide whether to sponsor the event. All social events will be reviewed by the Social Committee and submitted to the Board of Directors for review.**

- **Parties and events will be for social purposes only and will not be used to honor or celebrate any one person or group. In the case someone wants to honor someone it will be a separate event solely for that purpose and will follow the rules and regulations of the Social Committee Guidelines.**
- **For social events all caterers, entertainers, companies or individuals providing paid services during the event must have the following:**
 - **Completed W-9 Tax Form**
 - **Proof of insurance for caterers.**
 - **Liability insurance if not covered by Clubhouse insurance**

A member of the Social Committee will be assigned to each event to act as liaison and advisor on all aspects of the event.

- **The responsibility of the host or hostess will be as follows:**
 - a. **Prepare a budget and scope of the event. Budget should include a proposed budget for entertainment, decorations, prizes, favors, paper supplies, plastic utensils, caterer, and any other associated cost.**
 - b. **Design and print tickets. Tickets will be provided to the office for sale. At a mutually agreed upon time, the host/hostess will appear at the clubhouse to make tickets available for sale when office is closed.**
 - a. **Tickets must be purchased from the MHOA office. All attendees are required to have tickets including the host/hostess.**
 - b. **Residents may request tickets by mailing your check along with a return self-addressed stamped envelope**

to The Shores at Berkshire Lakes 7845 Berkshire Pines Drive, Naples Florida, 34104.

- c. All tickets must be sold on a first come, first served basis. Tickets may not be reserved. Tickets can only be purchased by residents and only for the number of residents living in the home.**
 - d. For single individual residents, the number of tickets will be for the resident and one guest.**
 - e. Guests staying in the home of a hostess may purchase their tickets at the same time as residents.**
 - f. All tickets sales are to be paid by CHECK. The checks are to be made out payable to the Shores HOA. - NO CASH will be accepted.**
 - g. It is strongly recommended that an evening time be offered for ticket sales to our residents that are not available during MHOA office hours.**
 - h. Based on ticket sales, the host and Social Committee will agree on a date to make unsold tickets available for sale to additional Shores guests and individuals who do not reside in the Shores.**
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- c. Provide flyer for distribution to website, digital board and clubhouse bulletin boards. Promotional material for the event will be included on the Shores website, and the Shores Newsletter. All promotional material must be approved by the Social Committee advisor before publishing. The social**

committee will promote the event on social media used by the Shores. Hostesses may promote *after* initial post of the Social Committee. This posting can contain additional times that tickets can be purchased when office is closed as well as the time, if any, that the tickets will be offered for sales to non-residents.

- d. Complete accounting of the event and submit no later than 3 days after the event. Submit all unpaid receipts to the Treasurer for reimbursement. See attached Event Proposal and Accounting Record.**

- e. If ticket sale monies do not support the budget of the Social Event, the event may be cancelled, and all ticket sale monies will be returned to homeowners. Once the event is reviewed, the host/hostess is fully responsible for balancing their budget for their event.**

- The board will handle the payment of major vendors through the Social Event Account. Upon presentation to the Treasurer additional event receipts will be reimbursed to the host/hostess.**

- All event profits will remain in the Social Event Account and clearly labeled as profit on all monthly financial reports.**
 - Any decorations or supplies purchased with ticket monies shall remain in the clubhouse and be available to other hosts holding parties in the clubhouse.**
 - We recommend that any surplus funds remain in Social Committee fund rather than be used to purchase prizes.**

- Florida State law clearly states; No alcohol is permitted to be sold at an event. No alcohol may be included in the ticket sale price. No alcohol may be raffled off or used as a door prize. The**

Shores insurance requires that NO alcohol may be given to guests as they enter the SHORES Ballroom.

- **Prior to the event, the host/hostess will meet with the Social Committee advisor to determine times for set up for the event and clean up after the event. The Social Committee will be responsible for opening the ballroom, kitchen, kitchen cabinets, and the dumpster gate to allow access to a caterer. The Social Committee will also be responsible for arranging to have the cabinets, kitchen door, dumpster gate locked after conclusion of the event.**
- **Event setup will be by request prior to the event. Cleanup must be completed by the end day following the event. With the Social Committee approval cleanup and setup time may be expanded.**
- **Following the event, the room furniture must be returned to the original location.**
- **The carpets should be cleared of obvious trash. The kitchen counters and floors should be left in a clean state and all trash should be removed and placed in outdoor garbage bins. Any clubhouse tablecloths or chair covers must be cleaned and returned.**
- **For safety and health reasons no food should remain in the kitchen or refrigerator. The only exception is coffee and non-perishable items.**
- **Turn off all lights and any AV equipment that was used for the event.**

Educational/Exercise Classes

- **The instructors for classes for a fee will be required to furnish the following:**
 - **Credentials or Certifications**
 - **Proof of liability insurance if not covered by Clubhouse insurance**
 - **Completed W-9 form Tax Form**

- **Classes may be taught/offered by residents but may not be compensated for the class unless they can meet the Vendor requirements set forth by The Shores insurance.**

The Social committee is responsible for approving and scheduling all classes including those done by volunteers.

Use of the AV equipment will be a separate request and the use approved by the Social Committee. Special instruction and training that is needed will be provided.

EVENT PROPOSAL

To host an event for The Shores community, please review the **Social Event And Ticket Sale Guidelines** and fill out this form completely and set up a date to meet with an officer of The Shores HOA Board for approval.

PROPOSED EVENT: _____

PROPOSED DATE: _____

PROPOSED TIME: _____

HOSTED BY: (Please Provide: Name(s), Phone, and eMail)

We have read the **Social Event And Ticket Sale Guidelines** and will follow the guidelines.

SIGNED: _____

DESCRIPTION OF EVENT: _____

IF APPLICABLE:

PROPOSED CATERER: _____

PROOF OF LIABILITY INSURANCE PROVIDED: (Attach copy): _____
W9 FORM ATTACHED: _____

PROPOSED ENTERTAINMENT: _____
W9 FORM ATTACHED: _____

PROOF OF LIABILITY INSURANCE FROM ENTERTAINER(S) (Attach copy): _____

PROPOSED COST PER PERSON: _____

ESTIMATED COSTS:

FOOD: _____

PLATES, NAPKINS, ETC.: _____

ENTERTAINMENT: _____

DECORATIONS: _____

MISCELLANEOUS: (Describe below): _____

MEETING WITH BOARD OFFICER:

DATE: _____

BOARD OFFICER: _____

DECISION: _____

BOARD OFFICERS' SIGNATURES: _____

IF DISAPPROVED, REASON: _____
