

GUIDE FOR MEMBERS HOSTING DINNERS

1. Provide the following information to Colington Harbor Association (CHA) Office: type of event, description of the event, Menu, Date, Time, Cost, and Hosting Team member names (dinner fee waived for up to 3 couples per team). When determining the cost of the dinner, please include the \$100 cleaning fee in your calculations.
2. At least 14 days prior to the event call CHYRC phone number 441-4938 and leave a message to **post a notice on the bulletin board** at the gate stating Date, Time, Type of Dinner, Cost of dinner, and to contact CHA office up to 3 days before the event for reservations..
3. Keys to the clubhouse, lounge, kitchen, closets and dining room can be obtained from CHA Office.
4. Dinners are usually at 7:00PM, with a social hour preceding the dinner beginning at 6PM. However, this can be left to the wishes of the Hosting Team. The Host Team selects a guest to conduct a 50-50 raffle ticket sale during the social hour and dinner time. During dessert the winning ticket should be selected.
5. Hosting Team is responsible for setting up tables and decorating as they see fit. There are both paper rolls and cloth tablecloths. Some opt to use plastic tablecloths (\$ Store) when they want to carry out a color scheme. If Hosting Team uses cloth tablecloths they are responsible for laundering and returning them to the linen closet.
6. The Bar in the lounge should be checked and stocked with mixers as needed (from Kitchen closet) and appropriate glassware. Ice should be put in cooler before guests arrive. Pitcher of ice water should be made available as well. Guests should bring their own alcoholic beverage.
7. Keep downstairs doors to dining area locked during cocktail hour – no admission until dinner time.
8. After dinner all dinnerware, utensils and decorations should be removed from the tables, chairs should be stacked against the wall (tables DO need to be taken down and stacked). Members usually help with this task. Leftover food on plates should be scraped into the **garbage can (not the sink)**.
9. **Please DO NOT allow any garbage or grease to go down the drains in the sink.** There is no garbage disposal and there have been major problems and expenses in the past with the drain backing up. **Use sink strainers provided when preparing food and rinsing plates.** It is also suggested that you bring containers to remove all left over food/ grease for disposal and/or removal.
10. Please load and run both dishwashers before leaving. Any dishes that are not able to be placed on the dishwasher should be dishwasher-ready before leaving, ie: utensils soaking in water, all pots and pans soaking in water, dishes scrapped and rinsed, and all glasses emptied. All food and alcohol need to be removed from premises.
11. Keep all receipts for expenses and/or list of goods and costs in an envelope identified with your name and phone number. Please deposit it in the 'CHY & R' mail slot in the hallway. The bookkeeper will reimburse you for your expenses.
12. Before leaving the building insure ovens are turned off, candles are extinguished, inside lights are turned off and **all doors** are locked upstairs and downstairs. Outside lights are to be left on.
13. Either stop at the gatehouse or call the gatehouse after arriving home to advise them that you have left the building and to reset the alarm. Keys should be returned to the Gatehouse or CHA office by Monday AM.

We appreciate and THANK YOU for hosting a dinner.