

Rendezvous Guidelines & Expense Form

1. Hosts charge a standard fee, \$35 for 3 days, \$45 for 4 days.
2. The hosts budget equals (standard fee X number of attendees).
3. Fees are paid online before the event.
4. Shelter or Venue Rental is paid by the club, often the venue is paid for by Commodore at the beginning of the year. If not, a request can be sent to the Commodore for approval and payment. Send Venue comments to Commodore@hhycseattle.com

Event Date		Event Name		Event Location	
Attendees		Standard Fee		Total Budget	

Expenses

Food & Beverages	
Prizes / Gifts	
Rental Equipment	
Other	
Other	
Total Expenses	
Total Profit or Loss	
Shelter/Venue Rental <i>(not included in budget, paid by Club)</i>	
Comments	

Please submit this form to the Treasurer at:

(Click the the link below to send and please include copies of your receipts!)

Treasurer@hhycseattle.com

Cancellation policy is as follows:

72 hours notification: full refund or credit to next event

24 hours notification (5pm day before) for illness: full refund or credit to next event

Less than 72 hours notification: \$10 refund reduction to compensate for budget spent.

No notification: no show, no refund.