

A. Resident Events ad hoc Committee

CHARTER HERONS GLEN RECREATION DISTRICT

The Resident Events ad hoc Committee is subject to the General Policies which apply to all of the District's committees and those policies which apply to all ad hoc committees.

Purpose

To create a proposed schedule of special functions and events in the ballroom or other facilities as proposed to or requested by and coordinated through Management.

Scope of Responsibility

This committee will meet as needed to:

1. Work in conjunction with Management in planning and executing events for the benefit of Residents.
2. Complete the proposed schedule of dates and locations for the upcoming fiscal year by May 1st of each year. This does not preclude the addition of events or details at a later date as long as they fit into the budget.
3. Work with Management to define facility set-up and create event menus as needed.
4. Create a budget for all events. The annual budget must ensure ticket prices cover the direct costs over the course of the fiscal year.
5. Select the appropriate entertainment for the committee's ballroom events and recommend to Management possible entertainment for the lounge. The committee may propose entertainers to Management however Management retains final approval and will obtain any needed contracts for entertainment.
6. Recommend to Management appropriate vendors for Food Truck Festivals, and Farmer's Market and work with Management to define facility set-up as needed.
7. Provide information about the scheduled events to available outlets including social media and encourage Residents to attend these functions.
8. Follow the Policies and the Rules & Regulations governing the Food & Beverage Operations and their facilities as they pertain to Resident events, decorations and event setup.
9. Follow the Rules and Regulations governing the storage areas. All items the committee places in District storage become the property of the District and may be used by all District-sanctioned groups as well as the District.
10. If appropriate, provide coverage after the event for the community newspaper.
11. The Committee Chair will present a brief written report to the Board in November, February, April and August. The committee's final report in August must include the account balance and inform the Board as to how the committee requests to allocate any excess funds.
12. All purchases are to be completed by August with goods received by September 30th, or as an alternative, the committee may request funds be allocated for future larger items that benefit Food & Beverage or Facilities Maintenance.
13. If the money is not spent or allocated by Sept 30 of each year it will be recorded as income to the District and be unavailable to the committee.

Resident Events Committee members shall have an opportunity to purchase tickets in advance 3 days prior to ticket sales being offered to the remainder of the community. Such advanced sales are not to exceed 10 tables.

Management is the liaison for this committee.

As defined in the [HGRD POLICIES & PROCEDURES](#) document as of 05.20.2024.