

The Doo Wop & Disco Dance Club's Board sets up about 10 parties a year. The date, location, whether food is included, and entertainment are determined well in advance of each party. What comes next is a Party Host! We hope you consider hosting a party!

A Party Host arranges for and oversees the creative element to make the entire event more fun. You would be responsible for details such as

- Theme
- Decor
- Table set up
- Caterer for either snacks/desserts or meal if it's designated for that party
- A game or contest if you like

You also have the option of requesting that the OHCC Rec. Dept. staff provide items and services if needed.

You, as host, will be the person the Doo Wop Club members will contact with questions about the party. You and your committee are also the warm welcoming faces they see when they come through the door on party night.

You, as host, will be the person the Doo Wop Club members may contact with questions. You and your committee are also the warm welcoming faces they see when they come through the door on party night.

Together we will make ticket sales, seating charts, and check-in lists happen.

We thank you for considering to host a party. We hope you will find this guide handy. If you don't find the answers in this Party Hosting Guide, please don't hesitate to contact myself or another Board member. We are here to help you.

**Sue Silva, Party Liaison**

**[suesilva.ohcc@gmail.com](mailto:suesilva.ohcc@gmail.com)**

When viewing on your computer, scroll thru' the chapters by tapping the arrows at the bottom of your screen or selecting the colored tabs.

Note to other Clubs: If you would like an electronic copy of this guide to edit for your club, contact Lynn Murphy [MurphyNCal@cox.net](mailto:MurphyNCal@cox.net) or call (760) 855-4060

# OCEAN HILLS COUNTRY CLUB - Doo Wop and Disco Party Hosting Guide




## Checklist /Who's doing What

## Notes

		<i>Pre scheduled by Doo Wop Club</i>	✓
<b>Band/DJ, band times, contact info &amp; cost</b>		<i>Pre scheduled by Doo Wop Club</i>	✓
Host(s) :	Name(s):	<i>Thank you. You will be the coordinator plus the contact person for questions from the residents.</i>	
<b>Theme (name the party)</b>		<i>Holiday? Season? Work with Board on that</i>	
<b>Location/food(or not)</b>		<i>Abravanel Hall ( the Lanai in June, July &amp; Aug.)</i>	
<b>Meet with the Event Coord. for the OHCC Rec Dept. for event forms*</b>	Dates: Obtained forms: _____ Submitted Special Event set up agreement on _____	<i>NOTE: Get latest forms from Recreation Office in case they have a new version.</i>	
<b>Rec Dept vendor forms*</b>	If needed, get current forms from the Rec Office: Form W-9 ___ Insurance waiver ___	<i>Only needed for vendors (caterers, etc.) new to OHCC. The Band's forms are taken care of by Board.</i>	
Committee members:	Put your helpers' names/ task below and on the next page.	<i>The Doo Wop Board is here to help you too. Let us know what we can do.</i>	
___ Food/Beverages*		<i>We've not been offering soda or mixers any more; just water on the tables. OHCC Coffee set up available for \$25</i>	
___ Decorations*		<i>You may find some in the storage cabinet.</i>	
___ Flyer creation*		<i>We can help create this if needed. Board Secy has to OK flyer then distributes</i>	
___ Check in		<i>At least 2 people at the party check in table.</i>	
___ Clean up* NOTE: start AFTER music ends.		<i>Even if staff hired; someone needs to retrieve decorations.</i>	
(If applicable) Caterer's order deadline, deposit? payment?		<i>If serving dinner , check with Rec Dept if the kitchen is available for 3 hours before serving time Request check(s) from Doo Wop Treasurer</i>	
Gather all your projected costs for this party.		<i>Use the Excel spread sheet attached if you like; otherwise, just write down projected costs.</i>	
Set date with Board for about 6 -8 weeks before party	Budget meeting set for: (date) _____ place _____	<i>At this meeting we'll add in the cost of the entertainment, factor in how much the Club can pay for, and set the ticket prices together. We try to never go over \$30/person and prefer under \$20.</i>	
<b>*See Chapter for more details</b>			
<b>To be set with Board:</b>			
Ticket price for members	\$ _____	Date flyer needed _____	
Ticket price for others	\$ _____	Date invitation going out to members _____	
"Ticket" sale day _____ Place _____ (Board will book a room) Together we will pick a day when you can be there to help.		Date sales open to non members _____ Cut-off further sales date _____	
Ticket Sale morning. You or your rep needs to be there at 7:45 a.m. to 9:30	Board members facilitate ticket sales & together we create table lists for party night.	Bring your check(s) as one table (of 10) is already reserved for you and your committee.	



**SAMPLE OF FORM YOU'LL GET AT THE RECREATION DEPARTMENT'S OFFICE**  
**Contact Sue Silva\* for assistance in completing the Rec Dept Request Form if you**  
**are not familiar with it.**

<b>OCEAN HILLS COUNTRY CLUB</b> <b>SPECIAL EVENT SET-UP AGREEMENT 2017</b> <b>FORMS TO BE PICKED UP THREE WEEKS PRIOR TO THE EVENT</b> RETURN NO LATER THAN 10 days prior to event (as written in resident handbook) _____ LAY OUT PROVIDED <input type="checkbox"/> No <input type="checkbox"/> Yes		EVENT DATE <u>Saturday May 19, 2017</u> GROUP <u>Doo Wop Club</u> LOCATION <u>Abravanel Hall of Lanai</u> Set-up by (Time) _____ Event starts (Time) _____ (Check with Events Office)	
<b>Type of Activity</b> (dinner/dance, memorial, etc.): <u>Office</u>			
Resident or Club Name & Phone Number _____ <b>IF PRIVATE PARTY—ADDRESS</b> _____ Alternate Contact Name & Phone Number _____			
<b>ADVANCE NOTICE REQUIRED FOR THE FOLLOWING</b>			
ARE YOU USING A CATERER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If YES, additional information is needed		ARE YOU HAVING AN ENTERTAINER/SPEAKER? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO A Waiver needs to be signed	
It is required that Caterers and Party Rentals provide an Insurance Endorsement PRIOR to your event happening. Entertainers need to sign waivers. California State Law requires a one-day liquor license and one-day Liability Insurance of seller; if alcohol is included in ticket price. <input checked="" type="checkbox"/> Initial that you understand these requirements.			
<b>Facility Rental Fees: (No fee to Clubs - Fee waived for Memorials)</b> Abravanel Hall \$150 Kitchen \$50 Lanai \$150 Mykonos Room \$70 Greenery Lounge & Bar \$70 Ladies and Men's Club Rooms - Art - Music - Palm Court - Galleria \$60 Clubs and/or renters of the room(s) are responsible for any damage to the HOA property and will be billed for such damage. <input checked="" type="checkbox"/> Initials required			
Need dishwashing staff for our dishes? (\$2.00 fee per person effective 2/1/2017)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Dishwashing: \$ _____	
Need staff for clean-up? (\$1.00 fee per person effective 2/1/2017)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Staff clean-up: \$ _____	
Portable Dance floor? (OHCC CLUBS ARE ONLY ALLOWED TO USE)	<input type="checkbox"/> No <input type="checkbox"/> Yes	ROOM RENTAL FEE: \$ _____	
Need Stage? Stage is to be left clean. Only gaffer's tape to be used on stage and dance floor. Remove all props and equipment in a timely manner.	<input type="checkbox"/> No <input type="checkbox"/> Yes	*Risers?(150lbs ea) <input type="checkbox"/> No <input type="checkbox"/> Yes *Can only be used on the stage. No exceptions!	
Our Table Cloths? (Addl. \$8-\$12ea. cleaning fee)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Charge for table cloths: \$ _____ <input checked="" type="checkbox"/> OK RAMON	
Per the Resident Handbook of Rules and Regulations and California State Law, a daily Liquor License (Beer/Wine) and one day Liability insurance is required for all events by the individual/s who are charging a fee for alcohol and/or when alcohol is included in ticket price. <input checked="" type="checkbox"/>			
Is this event strictly BYOB? <input type="checkbox"/> No <input type="checkbox"/> Yes			
<b>I UNDERSTAND AND AGREE TO THE TERMS LISTED ON THE SPECIAL EVENT AGREEMENT</b>			
X _____ Signature		_____ Print Name	
		_____ Date	

**NOTE:** Maximum arrangement of the Hall is 20 tables of 10 in order to allow sufficient room on the  
 You can give the Events Coordinator an update a few days before the party with the exact number of  
 tables needed, after your cut off date.

\*[SueSilva.ohcc@gmail.com](mailto:SueSilva.ohcc@gmail.com)

## GET THE CURRENT PRICE LIST FOR SPECIAL EVENTS.

### Clubs do not pay for rooms; only for the supplies and services.

#### Room Fees

- Private Parties –An amount equal to the room rental must be received as a deposit to confirm your reservation.
- Clubs and Memorials for residents- Rooms usage is free

1. The caterer is required to bus the tables. **If our dishes are used, all dishes are to be scraped clean and stacked neatly in the kitchen.** Recreation staff is responsible for having dishes cleaned.
2. Clubs and residents are invoiced after the event/party. The deposit will be applied toward the invoice. Ocean Hills Country Club accepts checks only.
3. Clubs and Private Parties using the facilities and dishes but do not use a caterer are responsible for cleaning up after their event. A charge for dishwashing/cleanup will apply.
4. If the Clubs/residents choose to clean up entirely (except dishwashing), no clean up fee will apply.
5. \*Definition of dishwashing: Use of any of the Clubhouse glassware, silverware, plates, cups, saucers. A fee of \$2.00 per person will be charged for dishwashing. Included in the fee of \$2.00 per person is the use of normal pantry items.
6. \*\*Definition of clean up: Any items left on the tables with the exception of the table cloths, bubble balls, mirrors, and water pitchers is considered to require staff clean up; items left on the tables such as wine bottles, paper or plastic table ware, etc. A fee of \$1.00 per person will be charged for cleanup.
7. **Kitchen is to be left CLEAN (floors mopped if needed and counters clear) after your event-with the exception of the stacked and scraped dishes if used.**
8. Definition of a set up: Tables and chairs set up in the room reserved, to the specifications of the Event Coordinator. Decorating, linens on tables, table numbers, centerpieces, table setting, etc., are the responsibility of the Club members or resident hosting a private party. **Safety and liability issues dictate that residents are not to be on ladders;** plan your decorations at a height you can handle without a ladder. Personal ladders are not to be used. It is at the discretion of the Recreation Director to allow staff to use a ladder to help you with a decorating issue. This request must be made in advance of the activity. The pantry items (dishes, glasses, silverware, water pitchers, munchie bowls, the bubble balls, glass vases, table mirrors) will be brought from pantry and put in the kitchen for your event use.
9. **Staff does not assist in the dining room with any type of serving or table waiting.**
10. Clubs and residents are responsible for notifying CPS of the name(s) of their Caterer, entertainers and outside guests. Residents assume responsibility for their guests. Guests are to park in overflow lot.

- A one day (daily) liquor license and liability insurance must be obtained by the seller who has included beer/wine in their ticket price **AS REQUIRED BY CALIFORNIA STATE LAW.** (Distilled spirits not included in this license). ☒

- Glass items are not allowed on the Lanai or pool deck.
- Kitchen refrigerator is locked. The key is available at the Front Desk. Return key to Front Desk when finished. The refrigerator/freezer must remain locked. All items placed in the refrigerator are done so at your own risk.
- All food and beverages are to be removed from the refrigerator/kitchen at the end of the event. Any such items left behind will be thrown away.
- Unused coffee grounds will be left in the kitchen and is to be picked up by the responsible party before the end of the next day.
- Employees are not responsible for lost or left behind items. Items found by employees (other than food, caterer's equipment, coffee) will be taken to lost and found (at Front Desk).
- **The Clubhouse has dishes/glassware/silverware for a maximum of 250.**
- There are 40 - 72" round tables (seat 10), There are 26 Banquet tables (8ft by 30"), 61 card tables
- Room set up and room temperature is decided by Club Event Planner or Resident Party Planner. Staff will take instruction regarding any changes from those persons only.
- Children are to be supervised at all times when attending special events.

PAGE 3 OF 4

#### EQUIPMENT AND SUPPLIES NEEDED

(Indicate quantity needed)	
<b>GENERAL</b> Round Tables 72" 6ft.(seats 10) _____ Banquet Tables 8ft. x 30" (qty. 26) _____ Card Tables (qty. 61) _____ Chairs _____ Barbeque grill (Clubs Only no exceptions) _____ Electric BBQ (Clubs Only no exceptions) _____ 10 x 10 Canopy (4 avail) _____ Podium large small _____ Disco Ball _____ Screen Down _____ <b>Quantity DISHES/SILVERWARE (250 maximum)</b> Dinner Plates _____ Salad Plates _____ Bowls (fruit/cereal) _____ Bread/Dessert Plates _____ Forks _____ Knives _____ Spoons _____ Water Glasses _____ Wine Glasses _____ Coffee Cups/Saucers _____ Round White Table Cloths \$8 _____ White Banquet Table Cloths \$8 _____ Over-sized round table cloths \$12 _____ Box of Table Numbers _____ Chrome Table Number Holders _____ Box of Table Clips _____	<b>KITCHEN</b> Refrigerator/Freezer Needed _____ Oven light by _____ 350" <b>STAFF ONLY</b> Stove-turn on by _____ <b>STAFF ONLY</b> Trash/Recycle Containers w/ Liners _____ Coolers-for ice (not to be used on wooden floors) _____ Wash Tubs (not to be used on wooden floors) _____ Warming oven (tall 2) on at _____ am/pm _____ Warming table (1) (2) on at _____ am/pm _____ <b>Quantity ACCESSORIES</b> Water/Ice Tea dispenser (you mix) _____ Ice Bowls _____ Water Pitchers _____ Salt & Pepper Shakers (filled) _____ Coffee Decanters (white) or (copper) _____ Sugar packet holders (empty) _____ Bread Baskets (metal) _____ 18" tall glass vases (clear/black) _____ Bubble Vase/candles _____ 16" Round mirrors _____ Texas ICER (1) (not to be used on wooden floors) _____ Rolling Wall (24") <b>CANNOT BE USED OUTSIDE</b> _____ Stanchions (black pole with bands) _____
<b>Recreation can provide the following (Circle and indicate quantity of microphones)</b> After your event, please return equipment to front desk - <b>report any malfunctions to staff.</b> <input type="checkbox"/> Podium with own sound system-corded microphone <input type="checkbox"/> Basic P/A system: Indicate _____ cordless _____ corded _____ collar _____ lapel _____ standing _____ <input type="checkbox"/> Upgraded P/A capable of hooking iPod, CD, Tape Indicate _____ cordless _____ corded _____ collar _____ lapel _____ standing _____ <input type="checkbox"/> Digital Projector (Interfaces with a laptop) Check out at Front Desk (Clubs Only) <b>NOTE:</b> Needs not covered above for Special Events that are open to the community <u>may</u> be supported by the A/V Committee with <b>45 days' notice to them.</b> Ask for an A/V Services Form at front desk.	

\_\_\_\_\_ cups of \*Decaf or \*Regular Coffee (circle one) to be ready by \_\_\_\_\_ in urn (BROWN)  
 \*When bringing own coffee OHCC does not provide cups and condiments. If OHCC coffee supplies are requested used you will be charged the \$25 coffee service fee).

\_\_\_\_\_ cups of hot water (no tea bags) ☐ For \$25 OHCC will provide coffee/cups/sugar/creamers/stirrers

#### OFFICE USE

Angie Ripsco-Event Coordinator 760-758-8772 • Fax 760-758-4536 [aripsco@keystonepacific.com](mailto:aripsco@keystonepacific.com)  
 PAGE 4 OF 4 UPDATED (11/06/2017)

FYI: For ice, if needed, a movable cooler, called a Texas Ice Cooler, can be reserved to bring into the Hall. (Note: make sure that the drain plug is IN at the bottom of the cooler so it does not leak onto the floor.) Set bowls equal to the number of tables reserved, along with a large scoop, near the ice. People can help themselves or you can put bowls of ice on the tables. Generally put out any table ice and/or pitchers of water 30 - 45 minutes before the doors open.

**Liability Waiver form** needs to be on file at the Events Office for every contractor. They can tell you if your contractor has one on file already.

**Liability Waiver form** (Ocean Hills Country Club Homeowners Association)

**1. Knowledge of Hazards:** Use of the common areas and use of any common area equipment at give rise to risks of bodily injury and other hazards. The Vendor agrees to inspect the Association's common areas and, in particular, the areas that will be used for Vendor's work in the Association's common areas and will only proceed with the work if Vendor is satisfied that the common areas are safe and appropriate for Vendor's use.

**2. Release from Liability:** Vendor hereby fully RELEASES, WAIVES and DISCHARGES the Association, its members, directors, officers, representatives, administrators, agents, partners, employees, contractors, insurers, attorneys, successors and assigns (hereinafter collectively referred to as "Association"), FROM ANY AND ALL LIABILITY (including, but not limited to, claims based on the active or passive negligence of the Association and/or wrongful death and other claims that may be filed by the Vendor, Vendor's contractors, agents or employees, or others).

**3. Indemnity:** The Vendor hereby agrees to INDEMNIFY and HOLD HARMLESS the Association, its members, directors, officers, representatives, administrators, agents, partners, employees, contractors, insurers, attorneys, successors and assigns, FROM ANY AND ALL CLAIMS, DAMAGES, ACTIONS, CAUSES OF ACTION, LIABILITIES, LOSSES, COSTS, ATTORNEY'S FEES AND ANY OTHER EXPENSES based on, arising out of or in connection with Vendor's use of the Association's common areas or use of any of the Association's equipment.

**4. Operation and Inspection of Common Area Equipment:** Vendor shall inspect the common area equipment carefully before using the same. If the common area equipment appears to be in any condition other than in good working order or if Vendor does not know how to safely use the equipment, Vendor will refrain from using the equipment. Vendor shall not immediately notify the Association's management of any unsafe condition.

**5. Assumption of Risk:** Vendor understands and agrees that any use of the Association's common areas and/or use of the common area equipment are AT VENDOR'S OWN RISK, and that the Association shall have no liability for injury or damage resulting herefrom.

**6. Vendor's Compensation Coverage:** Vendor, has current worker's compensation insurance coverage in accordance with California law, shall maintain that coverage in force at all times while performing work in the Association, and shall provide a certificate of such insurance to the Association. If Vendor has no such coverage, the undersigned warrants that Vendor is exempt under California law, Vendor has no employees and that Vendor shall not use any employees within the Association.

**7. Warranty of Authority of Individual Signing:** By signing below, I personally warrant that I am fully authorized to execute this Agreement on behalf of and thereby fully bind the Vendor named below.

**THE UNDERSIGNED HAS CAREFULLY READ AND HEREBY AGREES TO ALL THE PROVISIONS ABOVE.**

Dated: \_\_\_\_\_ Vendor Name: \_\_\_\_\_  
 Vendor Address: \_\_\_\_\_  
 Vendor's or Vendor's Agent's Authorized Signature: \_\_\_\_\_  
 Signer's Name (Printed): \_\_\_\_\_

Name of Club or Resident Hosting Special Event: \_\_\_\_\_

**Band:** If the Doo Wop Board has booked the band or DJ, the Board will take care of obtaining their necessary forms.

**Caterer:** If you are the contact person for the caterer, it is your responsibility to get the **Liability Waiver signed by them**. The office has **Bobbie's Hideaway's** form already on file. They may have others. Ask the Events Coordinator if you need a new one for your caterer.

## PLEASE READ

Vendor may already be on file. Check with Event Coordinator



You must provide the following information for all vendors at your event

If you are using Caterer, Party Rental, Band, DJ or having a guest speaker, you will need to get the necessary insurance information from them to be provided to us BEFORE your event. Please remember this in your contract negotiations as we will be asking your vendors to provide this information BEFORE your event can take place. WE HAVE A FORM LETTER YOU CAN GIVE YOUR VENDOR WITH REQUIREMENTS.

Name of Caterer, etc. \_\_\_\_\_ Endorsement will be requested from their Insurance Company naming Keystone Pacific and Ocean Hills Country Club as Additional Insured (aka ACCORD).

Address: \_\_\_\_\_

Phone Number for Caterer \_\_\_\_\_ Contact Name \_\_\_\_\_

\*\*\*\*\* All Clubs need to obtain a W-9 form from their vendor. \*\*\*\*\*

Name of Band/DJ/Speaker \_\_\_\_\_ Waiver will be requested. Get Form from Event Coordinator.

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Name \_\_\_\_\_

\*\*\*\*\* All Clubs need to obtain a W-9 form from their vendor. \*\*\*\*\*

Your name \_\_\_\_\_ Club \_\_\_\_\_

Phone number \_\_\_\_\_ Date of your Event \_\_\_\_\_

I have read and understand the above and will have the vendor provide the required insurance cert.

Signature: X \_\_\_\_\_

ALL REQUIRED DOCUMENTS MUST BE RECEIVED 10 DAYS PRIOR TO THE EVENT OR THE EVENT MAY NOT PROCEED.

PAGE 2 OF 4

Vendors have their own W-9 form (fyi: a W-9 form is a request for their taxpayer ID number). It's a customary thing for vendors to submit a W-9 form to their customers.

## Decorations & Lighting

The Doo Wop club has some table cloths, napkins, and decorations from previous parties in our storage cabinets across from the Gym. Ask the front desk for the key to the "Doo Wop Storage Cabinet".

For ambiance, bubble votives, round mirrors, vases, etc can be requested from Events Office, all free of charge.

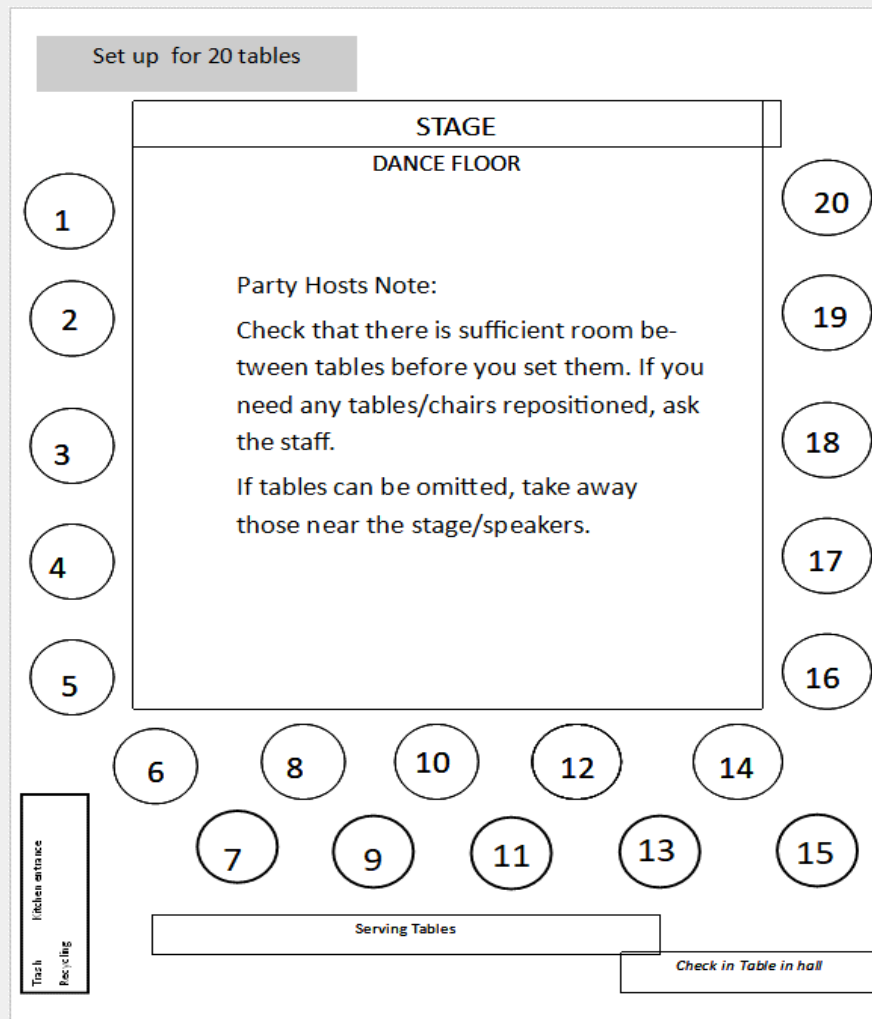
"Short" cloth tablecloths for each round table can be ordered from the Events Office. The round tables are 72" diameter so an 84" tablecloth is going to give you a 6" overhang all the way around.

Long banquet-sized table cloths are available for the serving tables or if you want the guests to be sitting at the long banquet tables).

Order cloth table cloths from the Rec. Dept. or you can buy plastic table cloths. Check our storage cabinet for any reusable or left over tables cloths.

The Board will handle the stage lighting.

## ABRAVANEL HALL DOO WOP PARTY SET UP See note below about table numbers



### Abravanel Hall

ASK THE BOARD DURING THE PLANNING MEETING HOW MANY ATTENDEES ARE BEING PLANNED FOR: 180? 200? Give the Rec. office this form or one with your own arrangement of tables. You can also use banquet style rectangular tables.

Table Numbering: The table numbering system will be worked out with a Board member to correspond with the order in which people appeared on sign up day.

2 Tables will need to be reserved

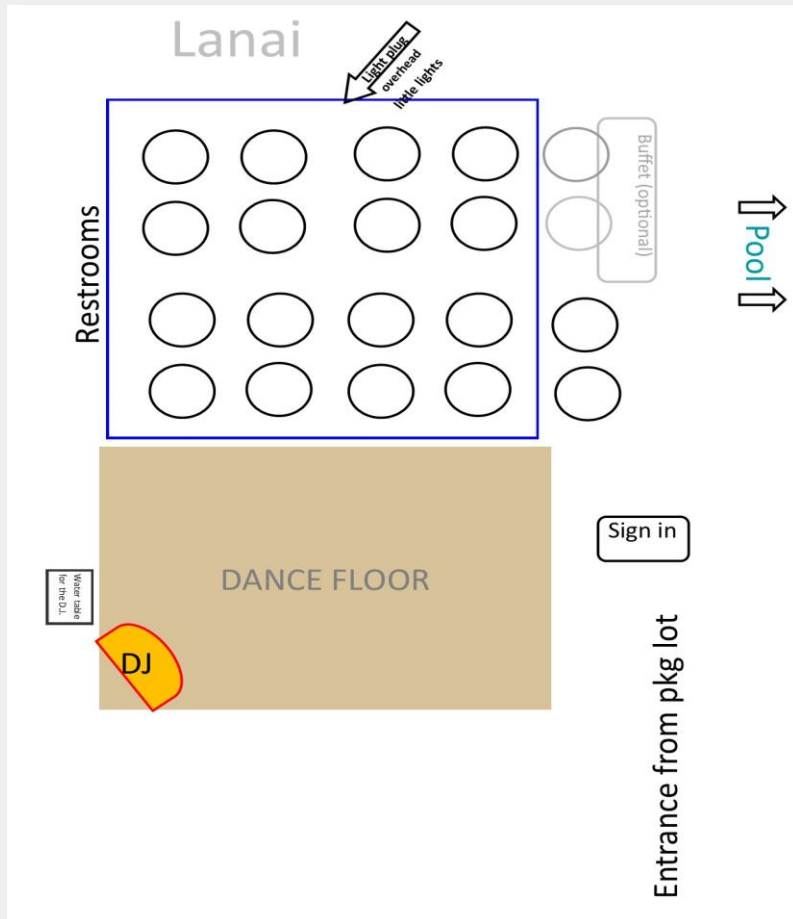
Party Committee (near the kitchen for easier access)

Board (in the center of the room)

Tables 1 & 2 and 19 & 20 are not considered prime tables and are the last to be filled.

## LANAI SET UP

Arrange as you wish, with or without the buffet table.



If hiring a D.J., provide a card table with a pitcher of ice water and cups.

**Doo Wop and Disco Dance Club**  
**Party Estimated Expenses**  
**Party Date: \_\_\_\_\_**

NOTE: Sue can offer suggestions for where to buy what you need in order to get best prices.		<b>Total</b>	Notes
<b>EXPENSES (includes tax)</b>			
Desserts/Snacks (optional)			
(if applicable) Caterer's confirmed prices (inc. tax and 18% tip if not included)			
Band meals?			
staff clean up?			
staff washing dishes?			
Coffee (optional, OHCC provides at reasonable cost)			
Napkins (keep extras on hand)	See the Doo Wop storage cabinets for some of these		
Tablecloths 84" round			
Decorations, table and wall (optional)			
Disposable cups (2 per person)			
Plastic forks, knives, spoons			
Disposable plates			
NOTE: dishes, glasses, silverware owed by OHCC can be used in lieu of plastic utensils. Check with Events Office's Eqpt. & Supplies form for current costs.			
Misc costs, copies, etc.			
DJ/Band including 20% tip (Board can tell you the total & they handle the payment)			Divided by 200 attendees (for dinner parties, try to keep under \$30 per person)
<b>Total Estimated Expenses</b>		\$ -	\$ -

**Please present your receipts for reimbursement to the Doo Wop Club Treasurer after the party.**

## SAMPLE BUDGETS or PROJECTED EXPENSES

Here's a sample:

### Doo Wop Party, 8/8/16, Budget

Assumptions		Income	
attendees		Members	\$ 4,500.00
members	180	Non members	\$ 600.00
non members	20	TOTAL	\$ 5,100.00
total attendees	200		
number of tables	20		
ticket prices			
members	\$ 25.00		
non members	\$ 30.00		

Expenses	per person	per table	subtotals	totals
Catering				
Shrimp and chicken Paella	\$ 14.00		\$ 2,800.00	
Add spanish chorizo	\$ 1.00		\$ 200.00	
subtotal			\$ 3,000.00	
8% tax			\$ 240.00	
Chef assistants, 3			\$ 300.00	
Gratuity 18%			\$ 540.00	
TOTAL catering				\$ 4,080.00
Drinks - water and sangria mix		\$ 10.00		\$ 200.00
Snacks		\$ 3.00		\$ 60.00
Dessert		\$ 5.00		\$ 100.00
Napkins		\$ 1.00		\$ 20.00
Tablecloths		\$ 1.00		\$ 20.00
Tableware and cutlery		\$ 2.00		\$ 40.00
Glasses		\$ 2.00		\$ 40.00
Decorations		\$ 10.00		\$ 200.00
Coffee (OHGG)				\$ 20.00
Administrative costs (copying, nametags, etc.)				\$ 75.00
Entertainment				\$ 500.00
TOTAL EXPENSES				\$ 5,355.00
Net profit/loss				\$ (255.00)

### Example of request for reimbursement:

Please deliver to the tube of the Doo Wop Treasurer as soon as you have all  
your bills.

Attach copies of the receipts.

2/09/2016

Expenses for Mardi Gras

Decorations

Paper goods

\$20.44

\$64.58

\$6.48

\$25.88

\$10.88

\$35.56

\$32.36

\$70.93

Total \$267.11

Please check to Patricia Hallworth

Any questions? 760-6306491

All decorations are stored in hall cabinet for next year

## Food and Beverages

We have designated which parties will be dinner dances. There are pros and cons about serving dinner. A non-dinner party keeps the price down and allows for more dance time. If you do host a dinner dance party, we highly recommend table service over buffet style. Make sure that applicable tax and tip are included in the price quoted by the caterer. Figure about \$45 for food for a band of 6.

Simply putting snacks on the table is fun too.

Some bands want to be fed regardless of whether you serve dinner or not. Subway sandwiches that they can have before the party works great. It will be in the band's contract (which the Board will give you). Add it to the budget. Regardless, you can set up at least a pitcher of water and cups in the dressing room.

OHCC has an often-used caterer, Bobbies Hideaway, but you are welcome to find your own. Be sure they are experienced with serving 200 people.

With any caterer you can just do hors' doeuvres and/or desserts, as well as a full dinner.

Beverages and Mixers - seldom used so we don't often put them out. Just water seems to be enough. People like BYOB.

The OHCC Recreation Dept. provides coffee for all parties for \$25 per party, if you request it.

See the Special Events office for the price list and the forms needed for any caterer you may choose.

**PAYMENT:** The Doo Wop Treasurer is responsible for paying the caterer and entertainment. Bobbies Hideaway usually is fine with billing us; others expect payment that night. Be sure the payment terms are on the contract. Ask the Board for checks as you need them.

<p><b>IMPORTANT NOTE:</b> No alcohol should ever be served without prior arrangements with the Rec. Department.</p>
---

# FLYER CREATION

Be sure to have these details on your flyer

**The Club's full name "Doo Wop & Disco Dance Club"**

**Date and Time**

**Location**

**Theme**

**Band/DJ name/logo if you wish**

**Start time**

**B Y O B**

**Ticket prices**

**Food and what it is (if any)**

**Tickets sale start date (for members)**

**Tickets sale start date (for non members)**

**How to get tickets**

**Host names and contact information**

**Add "see e-mail for more details"**

Send flyer draft in PDF form to Sue Silva (suesilva.ohcc@gmail.com)

She will work with you on any changes and send it to the Secy/Membership Chair for distribution

It will be determined at the Budget Meeting with the Board who will be drafting up the party flyer. Often it is a Board member.

## Two - Three Weeks before...

The Events Office – You should have already submitted your forms to the Events Office. Give them an update a few days before the party with the exact number of chairs and tables needed. Remember to order a card table for use of the band/DJ on the stage or on the lanai if outside.

Caterer- If you will be having a caterer, tell them where they can unload and park. Give them the final head count (include the band if you are feeding them) by their deadline date. Tell the Doo Wop Club Treasurer when you need a check to pay the caterer.

Front Gate - Give the caterer's name to the front gate. Give the Club's name and party location plus your name as a contact person.

Ask the front desk for a "SPECIAL EVENT BOARD REQUEST FOR LISTING" (pink sheet) This will get the party listed on the electronic bulletin board in the lobby.

Make assignments for your helpers for the day of the party: helping with decorations, table set up, check-in, clean-up, etc.

## **PARTY DAY**

Get the list of attendees and the table/floor plan from the Doo Wop Membership Secretary to use at the check-in table.

Delivery supplies/Set up / decorate the party space WHEN YOU HAVE ACCESS TO THE ROOM. Jim Kaminsky or Lynn Murphy will be there to turn on the stage lights before the party starts.

The Staff should have set out whatever equipment you ordered. If not, go to the front desk for assistance.

If you have a caterer and they have not been here before, be sure to tell the front gate they are coming. Have someone meet up with them to show them where to set up.

Bring pitchers of ice water and glasses back into the dressing rooms for the band members. If hiring a D.J., place a pitcher of ice water and glasses on the card table (previously ordered from the Rec Dept for your set up)

Check off their name, tell them the table number, and show them the floor plan with the table numbers if they need it.

Write up a list of people who should be thanked at the party for helping. You can thank them yourself or give the list to the Doo Wop Club President so he/she can make an announcement thanking them.

Ensure that the Club Treasurer has a check to pay the caterer. (The band is paid by the Board--usually at the end of the night).

**Thank you!!!! And now, enjoy the party!**

## **CLEAN UP**

**PLEASE:** Do not start to any obvious clean up before the end of the party.

Remember to clean and return any serving utensils used from the pantry.

## **DANCE BANDS & DJ's -**

**Hired and paid by the Board. This is just for your info (not a complete list).**

Unless otherwise noted, music starts at 6:30 pm and ends at 9:30 pm, with 2 or 3 breaks. If you have special musical requests of the band, contact them at least 1 week before the party. Usually the band arrives 2 - 3 hours before start time. See "Two Weeks Before" tab for more info.

The Board Treasurer will pay the band or DJ at the end of the night .

### **Approximate cost of bands**

Hot Pursuit - Special price for us of \$1,600

The Fave \$2,000

Breezin' -\$1,200 + dinner (as of 2022) Vince Petrucci <vpetruc1@att.net>

Cool Rush (not our first choice) ....\$1,200 in 2022--note: tell them "Not Club Volume" also, tell them specific songs. They are good but they did not play from our play list.

Juke Box Kings - \$1,500 Feb. 2017 (aka "Clay Colton band") Clay Colton <clay@claycolton.com> Irish Band \$2,000

Music Station - will work with your budget 2 to 5 members in the band

### **Hosts: if you learn of any more, please let us know!**

*These are either new or not heard in a while. Find out where they are playing dance music and check them out if you like.*

Madame Le'Rouille (New Orleans band of 6), \$800 + \$150 tip - She has other styles beyond the New Orleans band. Book her a year in advance for a Mardi Gras party.

Dr.Dr. - (around \$2,500 in January 2017)

These are expensive, but excellent

Mighty Untouchables - \$4,000 for in 2017

Mar Dels (about \$4,500 in 2015)

DJ'S

DJ's -Find a DJ thru' the web site TheBash.com

CJ the DJ \$500 (2019) as per his web site for a party.

The Bash is a broker for bands. They get their fee from the band.

MyDJs.net is source for DJ's

Some of the other Clubs may suggest bands but they need to be DANCE bands playing popular songs of our youth!