

**RESIDENT EVENTS AD HOC COMMITTEE
CHARTER
HERONS GLEN RECREATION DISTRICT**

This is a planning committee and will meet as needed. The committee chair will present a brief written report on a quarterly basis. Those recommendations that were approved by vote of the committee membership are presented to the Board of Supervisors at their next regularly scheduled meeting.

Ad hoc committee members cannot direct HGRD management and/or staff.

The committee chair will establish meeting times, dates and locations.

The Resident Events Committee's area of responsibility includes, but is not limited to, the following:

1. Create a proposed schedule of special resident functions and events in the lounge/restaurant and ballroom and work in conjunction with management in the planning and execution of these events. The proposed schedule of events for the upcoming fiscal year must be completed by May 1 of each year. This does not preclude the addition of events at a later date as long as they fit in the budget.

2. Work with the F&B Manager to create events menus as needed.

3. Select the appropriate entertainment for the ballroom events and recommend entertainment for the lounge to management. Request management to obtain contracts for ballroom events and lounge entertainment.

4. Create a budget for all events and work with the F&B Manager to assure that the price for ticketed events covers the direct costs.

5. Create publicity for the scheduled events and encourage our residents to attend functions in our lounge/restaurant and ballroom.

6. Review rules and regulations governing F&B and the F&B facilities as they pertain to resident events and make recommendations to the Board for any suggested changes.

7. If appropriate, provide coverage after the event for the community newspaper.

8. Organize and maintain the storage area. The committee will work with representatives of all groups using the storage area to create a clean, safe, organized environment. Property belonging to management is not subject to this committee's oversight.

The HGRD Board of Directors may remove a committee member at any time.

Approved at the May 27, 2009 HGRD Board Meeting
Revised and approved at the April 25, 2012 HGRD Board Meeting