



# Social Events Policy

The Monterrey Condominium Association, Inc., through its Board of Directors, is committed to holding responsible Monterrey sponsored social events for the pleasure and entertainment of all Monterrey Owners, Renters and Guests attending.

## **PURPOSE:**

1. This policy was prepared pursuant to the Board of Directors' request to implement guidelines to assist in the Monterrey Social Committee's social event planning.

## **ATTENDEES:**

1. Social Events shall be open to owners, renters and guests, all of whom must be in residence. A guest in residence is defined as someone in residence overnight.
2. The Social Committee shall set the individual social event theme and, if it so desires, establish a maximum number of attendees based on the available seating arrangements for each designated social event.
3. The Social Committee will establish a date and time for an RSVP deadline, for attendance and payment, to attend each social event. After the RSVP deadline, late attendees may be put on a "wait list". If room allows, late attendees may attend provided the caterer can meet the extra meal order demand. Once the caterer has the meals purchased for the event, a refund of payment may not be provided.
4. **THE BOARD OF DIRECTORS RECOGNIZES OWNERS AND RENTERS HAVE FRIENDSHIPS WHO ARE NOT UNIT OWNERS OF MONTERREY, HOWEVER WITHOUT EXCEPTION, UNIT OWNERS AND RENTERS ARE NOT ALLOWED TO INVITE OUTSIDE GUESTS TO ATTEND ANY MONTERREY SOCIAL EVENT.** Outside guests would be defined as any individual who does not reside at Monterrey as outlined above.

**BUDGETING:**

1. Annually, the Board of Directors will consider designating operating funds for purchase orders affiliated with social room inventory and/or stock items.
2. All social events shall be funded, as practical as possible, by the attendees. The Social Committee shall determine the social event venue followed by establishing an event cost, at an amount, so each social event pays for itself.
3. Should the Social Committee notice social supplies, inventory or equipment that may be becoming in disarray or a safety hazard, the Social Committee shall inform the Manager or Board of Directors of such concerns so management can perform ongoing maintenance or replace such supplies, inventory or equipment and restore it back to good working order.

**SETUP/CLEANUP/INVENTORY:**

1. The Board recognizes volunteers donate their time planning, setting up and cleaning up after each social event. For this purpose, the Board approves the Social Committee setting hours for which the bar opens and closes for social events. The Social Committee sets such hours, based on the event venue, so volunteers and hired help can start with clean up. Once the bar is closed, all spirits are to be locked away.
2. Storage of spirit beverages shall always be stored in the beverage cabinet or back bar closet under lock and key with the key inaccessible to the general public.
3. Persons permitted access to the beverage cabinet or back bar closet shall be the Social Committee Chairperson(s), the Association Community Manager, and if so desired, a Social Committee designee acting thru a Sub-Committee of the Social Committee.
4. For all practical purposes, it is customary to set the Social Room up prior to social events. Timely preparation shall be made to limit accessibility to the party venue supplies to the general public.
5. Immediately after all social events, all spirits shall be removed from public view, placed back into the beverage cabinet or back bar closet and remain under lock and key inaccessible to the general public.
6. Periodically, the Social Committee, Manager or a designee acting thru a Sub-Committee of the Social Committee, shall prepare an inventory list of spirits stored in the beverage center and provide the Manager a copy. Restocking of all spirits shall have oversight by the Manager.
7. The Social Committee shall provide the Manager a list of persons having key access to the beverage center, storage cabinets and storage rooms and shall update the Manager's list whenever the list of persons having key access changes.