

**SOCIAL COMMITTEE GUIDELINES  
FOR  
BERMUDA BAY BEACH CONDOMINIUM ASSOC., INC.**

Anyone owning property in Bermuda Bay can join the BERMUDA BAY BEACH CONDOMINIUM ASSOCIATION SOCIAL COMMITTEE. All members and current renters are encouraged to participate and help with the events sanctioned by the Social Committee. The Social Committee does not sanction private parties, religious gatherings, political gatherings, or any type of function that would cause controversy in the community. The Bermuda Bay Social Committee is only responsible for sanctioned events which are held at the Clubhouse and open to all. Under no circumstances shall money be collected or charged before or during a pre-sanctioned party or event unless pre-approved by the Chairperson or the Treasurer of the Committee. Standard rental rates will apply for any use of the Club House for events not sanctioned by the Committee. To contact the Chairperson, call the Bermuda Bay office at 727-864-0735.

Bermuda Bay Beach Condominium Association Social Committee shall consist of:

1. A Chairperson, who is approved by the Association's Board of Directors, whose duties are but not limited to:
  - a. Reviewing and approving events proposed by members.
  - b. Being available, either in person or by correspondence, for support and direction concerning a planned event.
  - c. Discussing and approving planned event expenses as necessary.
  - d. Working closely with the Treasurer.
  - e. Asking to place items on the Board meeting agenda as needed.
  
2. A Treasurer whose duties are but not limited to:
  - a. Holding all the Social Committee monies.
  - b. Upon receiving proper receipts, making payouts to the Host of approved events. Making down payments or deposits when a deposit is necessary. At his/her discretion and/or that of the Chairperson, advancing a Host a sum of money to purchase decorations, plates, etc. Any unused monies will be returned along with all receipts for expenses.
  - c. Keeping a running total of expenditures and available monies. Upon request, or at least bi-monthly, presenting to the Board an accounting for all monies concerning the Social Committee's financial standing.

3. A Host is a Social Committee member who has volunteered to coordinate a specific sanctioned event. A Host is responsible for:
- a. Obtaining approval for an event from the Chairperson.
  - b. Preparing a budget and submitting a copy to the Treasurer before any expenses are incurred.
  - c. Overseeing the event from start to finish with the help of a committee of his/her choice.
  - d. Inviting all members of the community by posting notices of the social event on all mail boxes and any other appropriate locations.
  - e. Decorating as deemed appropriate.
  - f. Cleaning up directly after the planned event. That is returning decorations, tables, chairs, dishes etc. to their proper places.
  - g. Sweeping floors and removing all garbage and placing in dumpster near the front gate. All floor mopping will be handled by the Bermuda Bay staff.
  - h. Locking up and returning the key to designated person the next day or to the Property Manager as soon as the office is open following the event.

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date of Event

<b>Host Information</b>	
Name:	Unit #:
Phone #:	Email Address:
Signature:	Date:

\_\_\_\_\_  
Social Committee Chairperson or Treasurer Signature

\_\_\_\_\_  
Date

**Bermuda Bay Social Committee**  
**Event Financial Budget / Report**

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Host: \_\_\_\_\_

Income	Description	Amount
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	<b>Total Income</b>	<b>\$ _____</b>

**Expenses** (please attach receipts to the extent possible)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	<b>Total Expenses</b>
	<b>\$ _____</b>

**Net profit or loss** **\$ \_\_\_\_\_**

Host's signature \_\_\_\_\_

Date: \_\_\_\_\_