

## Policy for hosting a party

1. All parties should break even. If a minimum number of people is needed to cover costs, have a deadline set (one week before). If number of people not met, cancel event so as not to go into the red.
2. If pre- paid reservations are taken, have a lower cost than day of event. No refunds unless minimum number of people not met and event is cancelled.
3. If canceling your reservation, give one week notice to host or money will be not refunded unless minimum number of people is met to meet costs.
4. Place expenses if possible on WLYC credit card and have party income and debits tallied within 3 days of the completed event and handed over to the treasurer.
5. If you host a party your meal or fee is free. Workers get ½ off.
6. If you bring food for an event you do not pay the fee. You should not have to pay twice.