

The Luncheon Club

www.theluncheonclub.net

Luncheon Club Policies

Attendance

The guard at the gate will be instructed to collect tickets at the gate. Anybody wanting to attend the lunch without a ticket will need to give the guard their business card with the name of the company and/or person who invited them written on the back of the card.

The Fresno County Sportsmen's Club has requested that a member of the sponsoring lunch help the guard collect tickets at the gate.

Serving Time

Lunch should be served at exactly 12:30 or as close to 12:30 as possible to avoid cutting into our networking time. Do not serve any food (bread, salad, etc.) before 12:30. All food should be served within 5 to 10 minutes.

Saving Seats (07/09)

Sponsors (companies sponsoring the current month's Luncheon) can save one table or one row, total of 16 seats. These seats can only be saved until 12:35. Sponsors are not to save seats for the food servers; seats are for invited guests.

All Lunch Club Members and Guests with Complimentary tickets need to save the least number of seats as possible.

Lunch is served at 12:30, once lunch is served, seats can only be saved for 5 minutes. After 12:35, remove any business cards and stand any leaning chairs up; this applies to all tables including those of the sponsoring companies.

Raffle

All money collect from the sale of tickets is to be given away at ticket drawing.

Depending on how much money is collected from the sale of tickets, split the money into approximately \$100 and \$120 piles and place in envelopes. Note, some envelopes or tin foil (when envelopes are not available) will have more than \$100 or \$120 dollars.

Bar

No tip jar at the bar.

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Period covering May 1st, 2010 to April 30th, 2011

Lease Agreement Between The Luncheon Club and Fresno County Sportsmen's Club. Attachment to the contract for the use of the Clubhouse at the Fresno County Sportsmen's Club (FCSC).

1. Per the contract, the *charge per month is \$1250.00*. This price includes use of the Clubhouse's main room and kitchen, dinner plates, silverware, serving plates, salt and pepper, serving utensils and ice from ice machine in bar "ice to be used only for bar".

Luncheon hosts are to supply paper plates and all napkins. In the case of an emergency, "*incidental costs*" including paper plates and napkins can be purchased from Sportsmen's Club.

**If incidentals*" increase to what is considered *beyond reasonable amounts*, the Luncheon Club (c/o Mike Rouch) will be contacted and replacement costs will be paid by the Luncheon Club.

2. As per the contract, the *event time extends from 8:00am until 4:00pm*, unless otherwise arranged at least 24 hours in advance. *NOTE*: Caretakers listed below are to be called if access to the Clubhouse is needed prior to 8:00am the morning of the lunch, or the night before lunch. Contact rental manager or caretaker for these special arrangements.
3. Security: Fresno County Sportsmen's Club (FCSC) will provide a security guard. Tickets will be *collected at the gate by the security guard*.
4. Parking: Due to the conditional use permit, parking outside the gates is not allowed. Extra parking is available on the baseball diamond area.
5. The *FCSC general contact is: Susan Turner (681-3662)*. During the Luncheon Club's contract hours, a *FCSC volunteer*, will be onsite to aid as needed. *FCSC Caretaker* phone number is 434-7618.
NOTE: Changes in any of the above-mentioned contact information will be faxed to the Luncheon Club immediately.
6. *FCSC will provide three (3) persons to clear the tables* beginning at 3:00pm. *Lunch Club is not required to do any cleaning. Lunch Club members have access to club house up to 3:00pm.*
7. Per the contract, there is no smoking allowed inside the Clubhouse.

Mike Rouch 291-5556

Susan Turner 681-3662

Original signed contract on file at Vanderbilt Office.

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Planning Guide - Day of Lunch

- 8:00 – 9:00 Setup tables & chairs (provided by club); set tables (plan on using dinner plates and silverware supplied by club)
- 9:00 – 10:00 Start barbecue, prepare vegetable, slice fruit etc. Setup bar
- 11:00 – 2:00 Bar should be ready to serve guests by 11:00 am and should stay open until 2:00 pm. **No tip jar is allowed at bar.**
- 11:00 Raffle tickets should be ready for sale by 11:00. All money collected at raffle is to be returned at end of lunch as raffle prizes. Ticket sellers should move up and down tables during lunch to encourage ticket sales.
- 11:30 Count out serving bowls along with the correct serving utensils.
- 12:30 Serve lunch at 12:30 (timing is critical) all food should be served in 3-5 minutes. **Everyone** should help in serving food. Servers and hosts are strongly encouraged to continue waiting on guests until lunch is over and not sitting down with invited guests.
- 1:00 Mike or board designate will introduce hosts - sponsors. Hosts can introduce their help and any guests.

Hall is responsible for clearing tables, washing dishes and taking down tables. Cleanup will start after 2:30

Split up any extra food between the hosts.

**** NOTE ****

THE HALL RENT MUST BE PAID THE DAY OF THE LUNCHEON, \$1100.

General Notes:

Sportsmen's Club Has Requested:

- **Use only briquettes in Sportsmen's Club BBQ**
- **Water guns and water fights stay outside.**
- **Please don't spin tires on the lawn.**
- **Please keep any music at a very low level.**
- **Use outside of Club only after 2:30**

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Table Setup

- ◆ Start setting up tables from front of room, by fireplace.
- ◆ First row of tables should be parallel and 6' from front wall.
- ◆ Table should be 1 foot from columns at outer walls.
- ◆ All other tables to be 4' 6" apart and tables. 2 tables each row, 8 rows of tables, down both sides of room. – this will be seating for 256 people
- ◆ Each table is to have only eight chairs.
- ◆ Use longer tables

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Contact Information:

FCSC Clubhouse: 434-7618

*FCSC Caretaker (on site): Pearl Morgan
434-7618

* *call for access or questions on clubs supplies*

Luncheon Club Questions:

Mike Rouch (*August's Director*)
Cell : 269-5554
Office: 291-5556

OR

Anyone of the Monthly Directors:

Contact #s are located online under "[Members](#)" webpage

January – Tracy Gill
February - Darren Williams
March -
April - Ed Ryan
May - Kirk Stewart
June - Mike Peal
July - Mel Kilner
August - Mike Rouch
September - Bob Johnson
October - Jeff Barnett
November - Walt Tindell
December - Larry Hinz

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Procedures for Raffle Ticket Sales

Ticket Prices:

- 1 ticket = \$1 dollar
- 6 tickets = \$5 dollars
- 12 tickets = \$10 dollars
- 24 tickets = \$20 dollars

1. Each roll of tickets consists of two rows of tickets; one is marked "**TICKET**" and the other is marked "**KEEP THIS COUPON.**"



2. Split 1 roll at a time (depending on how sales are, then make the determination to split a 2nd roll) so you end up with two rows of tickets; row 1 marked "**TICKET**" and row 2 marked "**KEEP THIS COUPON.**"
3. Separate into strips of 24 the row of tickets marked "**TICKET**;" most people will purchase \$10 or \$20 dollars worth at one time. Having the tickets precut makes selling tickets faster.
4. Separate into single tickets the row of tickets marked "**KEEP THIS COUPON**" and place in the raffle bin. Do not wait until the other half is sold; this will make the process go faster and in the end it does not matter if you are left with the corresponding halves unsold.
5. As people arrive offer them the opportunity to purchase tickets in increments of \$10 or \$20 (it's okay to be aggressive in selling the tickets).
6. Once everyone is seated, go around and try to sell more tickets (typically sales will double once everyone is seated).
7. Selling of tickets will end at approximately 1 pm. Once the selling stops, count all the money.
 - a. Depending on how much money is collected from the sale of tickets, split the money into piles of \$100 and \$120 and place in envelopes. Note...some envelopes or tin foil (when envelopes are not available) will have more money – all depends on sales. **All the money collected is to be given away in the raffle.**
8. Once lunch is served, the sponsors will be introduced and the person making the introductions will also conduct the raffle.