

Host Packet

The attached forms are provided for your use in documenting the event you are hosting

If you need to be reimbursed for expenses that you have personally paid, please complete the "Reimbursement Request" Form.

If there are vendors that need to be paid, please complete the "Payments Due to Vendors" form.

If you have a vendor that does not issue invoices or receipts, please complete the generic invoice for attachment to item 1 or 2

See the attached instructions for the W-9

Please ask vendors for invoices at least 48 hours in advance of the event. If there are additional charges due to late sign-ups, a second invoice may be used.

Have the activities director sign the form on the approval line.

Please forward the completed package to me at

Email rcrook2@cox.net

FAX 1-800-518-1278

Mail or hand delivery

Place in the Singles Club mail box next to the CAM Activities Office. Box is checked weekly,

Payment may be sent directly from Chase Bank and appear to be junk mail.

Sun City Grand Singles Club Payments Due to Vendors

Event _____

Date _____

Host _____

Date	Vendor	Expense	Amount	Paid	
				Date	Check #
Total			\$ -		

	Approval

Please attach a receipt or invoice for each expense item
Attach W-9 if applicable

**Payment may be sent directly from Chase Bank and appear
to be junk mail.**

Please Note:

Sun City Grand Singles Club Reimbursement Request

Host _____

Event _____

Date _____

Date	Expense Description	Amount
Total		\$ -

	Submitted By
	Randy Crook
	Approval

Please attach a receipt for each expense item

Paid		
Date	Check #	Amount
		\$ -

Payment may be sent directly from Chase Bank and
appear to be junk mail.

Please Note:

Invoice

Vendor _____

Date _____

Host _____

Event _____

Date	Item	Amount	Paid
			Date
		Total	

Vendor Signature

Form W-9

A form W-9 is required for all vendors providing services to an organization unless the vendor is a Corporation.

If a completed W-9 is on file, it need not be repeated unless there are changes to the vendor information.

Vendors supplying only goods need not complete a Form W-9.

Vendors supplying paid services with goods are required to complete the Form W-9

Sun City Grand Singles Club

Form W-9 List

Name	DBA	Activity	W-9 On File	
			Yes	No
	All Aboard America	Outside Services		X
	Bradford Ridge Band	Entertainment		X
	Brenda Thomason	Entertainment		X
	Casino World	Entertainment		X
	Claudia Plotnick	Entertainment		X
	DJ Jones	Entertainment		X
	Jared Howe	Entertainment		X
	Kathy Bradford	Entertainment		X
	Pam Morita	Entertainment		X
	Richard Paluray	Entertainment		X
	Rob Basinas	Entertainment		X
John Sloslo	Rock It Science	Entertainment		X
	Rose Ann Damato	Entertainment		X
	Trojan Storage	Storage		X
	Uptown Alley II	Entertainment		X

CONTRACT

This contract for the personal services of entertainers for the following engagement
Described below is made this _____ day of _____ 2018
Between the undersigned purchaser and the undersigned vendor(s).

Name and address of place of engagement: _____

Name of band or group: _____
Number of entertainers: _____
Date(s), of engagement: _____
Start Time _____ Finish Time _____

Type of engagement: (Dance, stage show, banquet, etc) _____

Compensation agreed upon: _____ per
(amount and term).

Purchaser will make payment as follows:

IN WITNESS WHEREOF, the parties hereto have hereunto set their names and seals on the day and year first

Purchaser Full Name or
Corporation Name

Signatory Vendor

Street Address

Vendors Address

Surprise AZ 85387

City State ZIP

City State ZIP

Telephone

Telephone

Booking Agent (If applicable)

Name(s) of Vendor(s): Agreement No. _____