

Chester Great Outdoors Club

Guidelines on Organising Club Weekends

Over a number of years now, hostels and bunkhouses have required a deposit several months in advance for booking, with full payment often at least a month in advance. This can create problems for you as an organiser, and ultimately the Club, trying to estimate the numbers likely to attend without having full commitment from people.

Below are some general guidelines to help you – and the Club – have a successful weekend event:

- 1) Initially, propose and agree your idea for the weekend with the Events Coordinator, finding suitable accommodation in a reasonable cost is the next step; there are links to websites that might help on the Club website.
- 2) Once you have found a suitable venue, propose the cost, expected numbers and how you expect to 'break even' with the Events Coordinator; get agreement.
- 3) For smaller hostels and bunkhouses (say up to 20 beds) it often makes sense to block book the hostel for the Club. Estimate the costs on around 70% occupancy, if this seems reasonable – say up to £20 per night per person. This usually means charging more per head than the number of beds but should aim to cover the cost.
- 4) Now advertise the event and hope to get a good response!
- 5) If numbers interested are significantly below initial expectations, both the Events Coordinator and Treasurer must be involved before any further financial commitments are made – keeping Club financial losses to a minimum.
- 6) If significantly more people attend than estimated eg 19 instead of 14, it is easier to either organise a small refund, or put any surplus towards the other weekend costs, meals, communal items such as milk, tea, coffee etc, by agreement with the members attending
- 7) When a member has committed to a weekend and paid, no refund should be expected in the event that the member cannot subsequently attend and cannot find a replacement, especially if the Club will then make a loss on the weekend.
- 8) The Club committee recognise that it's not easy bringing these events in exactly on budget, and an AGM some years ago agreed the Club sometimes gains small surpluses, or subsidises small losses.
- 9) Despite all the above – please try to remember – you and those with you are there to have a good time!!
- 10) Enjoy!