



INDIAN HAMMOCK HUNT & RIDING CLUB, INC.

HOSPITALITY AND SPECIAL EVENTS COMMITTEE STANDARD OPERATING PROCEDURES

Definitions:

The following defined terms shall apply throughout this SOP

New Member: Any member purchasing a lot that is not already a member of Indian Hammock
Let it be known that from here on throughout this document the Hospitality and Special Events Committee will be referred to as the Committee.

HOSPITALITY AND SPECIAL EVENTS COMMITTEE

To welcome New Members into our wonderful Community. To foster our Unique Community lifestyle. Being the first point of contact for the Community with the ability to provide unpartisan input about our Community. Provide helpful introductions to representatives of other committees and social groups. From time to time to oversee, coordinate and/or supervise special events, either as the lead or in collaboration with other committees. The committee will hold fund raising events either independently or in conjunction with other committees. It will be the responsibility of the committee to seek Board of Director approval for all events under its supervision. It should be the responsibility of the committee that any event requiring additional insurance and/or hold harmless forms will be obtained and kept on file.

HOSPITALITY AND SPECIAL EVENTS COMMITTEE

1. The Committee consists of a chairperson appointed by the president and not less than two additional members.
2. The chairperson represents the committee at the board of director's meetings concerning hospitality and special events, activities, projects, fund raisers and/or problems.
3. The committee conducts periodic reviews of current hospitality and Special Events procedures found in this SOP and at least annually recommends any changes to the board.
4. The committee can plan and conduct hospitality and special events and fund-raising activities.
5. Copies of minutes of the committee meetings will be distributed to the president and manager.
6. The chairperson works with the board of directors, the Indian Hammock manager, other committees, and members to maintain an enjoyable Indian Hammock life.

EMERGENCY

Emergency contact numbers.

A telephone is located in the inside of the Cabana (dressing rooms). In case of an emergency dial 911, then contact the office or, after hours, the Manager.

1. Emergency call: 911.
2. Raulerson Hospital, Okeechobee: 863-763-2151.
3. Lawnwood Hospital, Ft. Pierce: 800-433-2673
4. IH guard gate: 863-763-8807.
5. IH office: 863-763-9401
6. IH office address: 32801 U.S. Hwy. 441 N, #400, Okeechobee, 34972.
7. IH airport coordinates: 27-32-31N 80-49-59W.
8. IH airport GPS - FL75