

# LUNCHEON RESERVATION GUIDELINES (June 2022)

## 1. The deadline for each member's luncheon reservation is twelve (12) calendar days prior to the event.

- A reservation count must be made, in advance, to the venue/food service so there can be no exception. Payment must be received by or before the designated date. Luncheon reservation forms are found in the monthly newsletter.

## 2. The cancellation deadline for any luncheon reservation is seven (7) calendar days prior to the event.

- A reservation payment will not be refunded if a cancellation is submitted later than the cancellation deadline.

## 3. Late Payments:

There are **3 options** for Late Luncheon Payments made by check.

- A. Apply check to the following month's luncheon.
- B. Shred the check.
- C. Hold the check for pick-up by owner.

(\*Hospitality **will not** provide postage and envelope to return a check to sender.)

## 4. Walk-Ins:

- **NO "walk-in"** seating will be allowed at any Luncheon. Seating is by **reservation only.**

## 5. No-Shows:

- A. **NO refunds** after deadline date stated in the Newsletter.
- B. The person who "no-shows" may authorize another member to take her place by notifying the Hospitality Chair in advance of the luncheon. (name and phone number of Hospitality Chair printed in newsletter)

## **STANDING RULES** (June 2022)

1. Prospective new members qualify if their primary residence has been Bell County or counties bordering Bell County for fewer than three (3) years.
2. Prospective new members who have resided in the area for more than three (3) years qualify if they (a) within the past three (3) years experience a lifestyle change (loss of spouse or retirement), (b) have a recommendation from a Newcomers member in good standing, and (c) receive approval by the General Board
3. Member suggestions for the club are welcome. Suggestions must be made in writing and signed by their author. A suggestion box is available at luncheons and all signed suggestions are reviewed at the following board meeting.
4. Door Prizes are awarded by ticket numbers drawn during the General Business meeting. You must be present at the time the door prize number is announced.
5. Members must request exclusion from Club photographs, if desired.
6. Member's addresses, emails, or other personal information are **NOT** to be used for anything other than Newcomers Club business.
7. The Newcomers Club private Facebook page may be accessed by invitation only and should be used for the sole purpose of Newcomers Club activities.
8. Renewal dues are payable and must be postmarked no later than **MAY 31** of each year to avoid being dropped from the membership roster on June 1 of each year.
9. Renewal notification will appear in the March, April and May newsletter.
10. The monthly newsletter may publish changes to dates, locations, and programs. Contact the Activity Group Leader or Hostess for details.