

# OPEN TO THE PUBLIC

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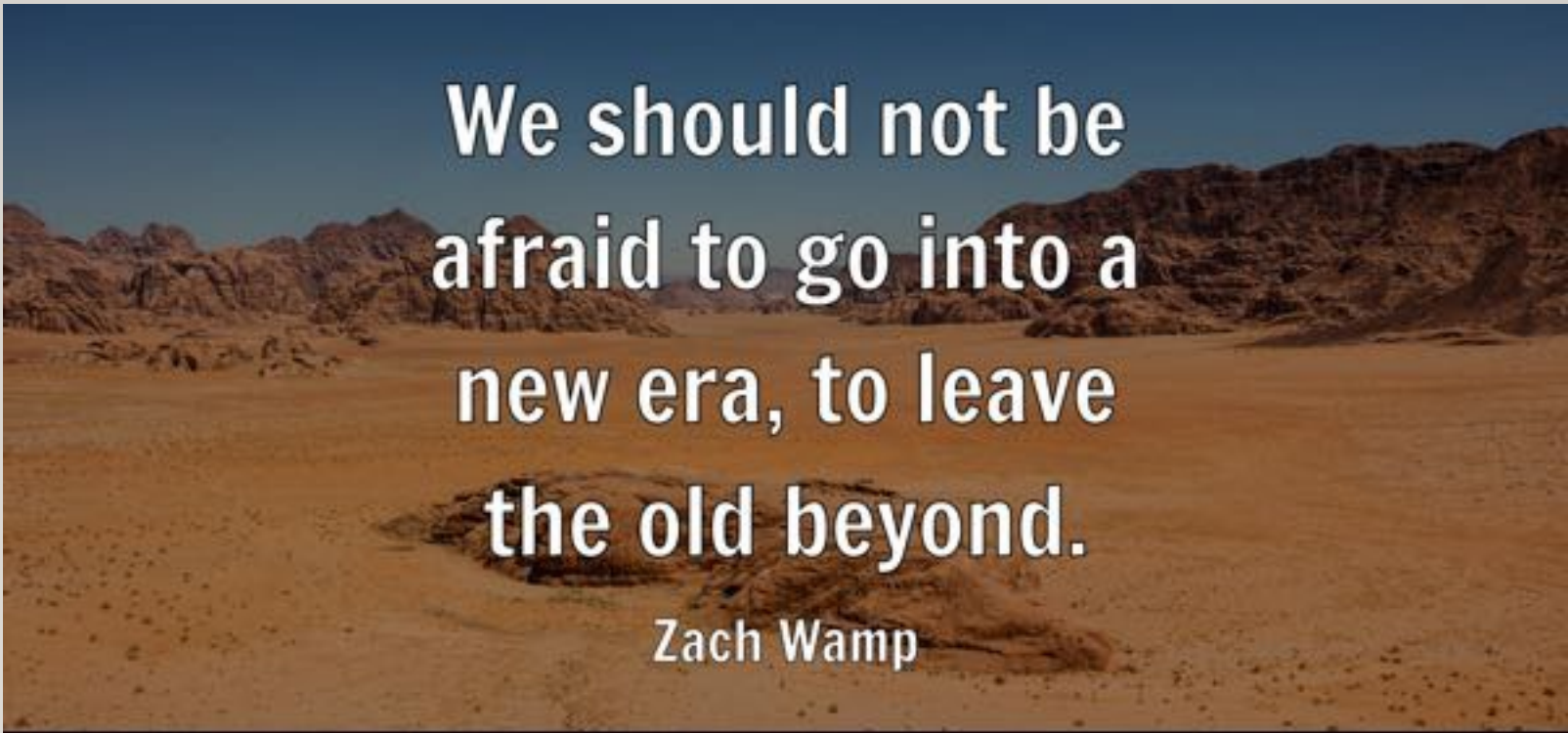
*Special  
Events!*

**It's really simple & it's a Great Program!**



# Lodge Public Events

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We should not be  
afraid to go into a  
new era, to leave  
the old beyond.

Zach Wamp

YOU ARE ENCOURAGED TO UTILIZE PUBLIC EVENTS



# What are Special Events?

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# What is Needed for Successful Events:

## Events Committee



- Goals insuring positive image of the Lodge
- Clearly defined objective
- A chairperson that is a Good Leader.
- Plan to Board of Officers



# Events Committee

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- **Brainstorm ideas**
- **Prioritize ideas**
- **Assign ideas**
- **Establish the timeline**
- **Plan & Hold Event**

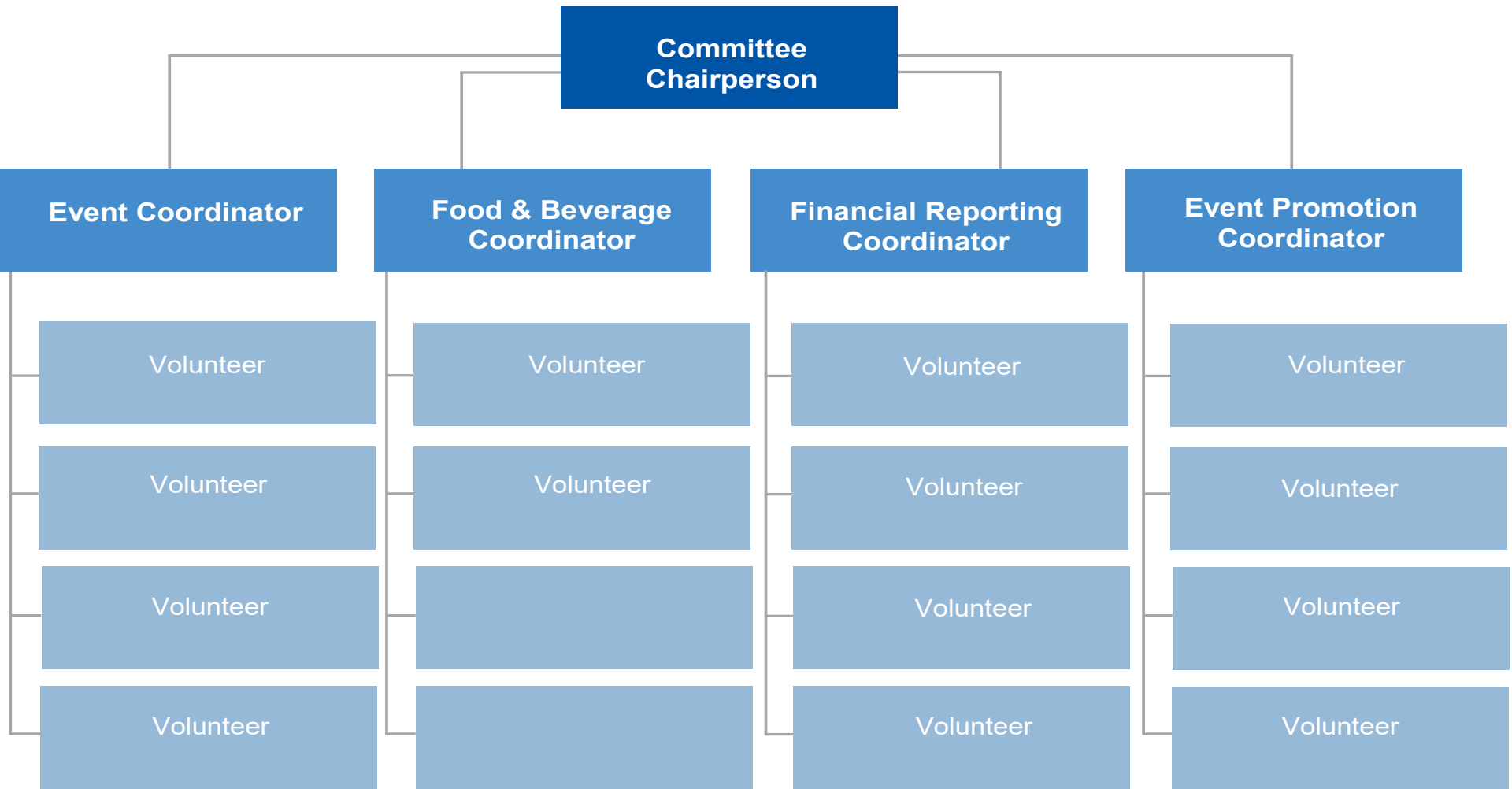


# Identify a Chairperson



- **Selects reliable committee members**
- **Leads by example – good listener**
- **Schedules Committee meetings and sets the agenda**
- **Keeps minutes/notes of meetings**
- **Reports to Board of Officers**
- **Provides feedback to Committee**
- **Provides constructive feedback to Committee.**
- **Gives thanks and praise to volunteers.**





**Chairperson selects  
committee coordinators**



# Open House

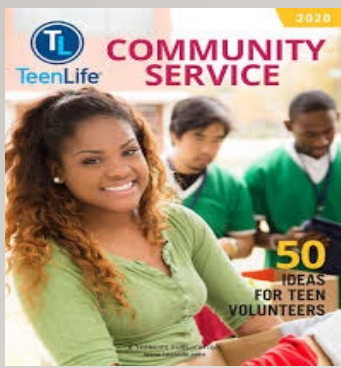
Refer to  
General Law 46.13

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- **Hold 2 times in a calendar year**
- **Cleaning the Lodge & grounds**
- **Scheduled Event**
- **Social Quarters will be closed**
- **No sales to members or non-members**
- **No solicitation for membership**
- **Complimentary beverage refreshments with snacks may be offered**
- **Local officials and dignitaries invited.**
- **The lodge may advertise the Open House in the local media**
- **Current materials & information on the Moose**







Refer to General Law 44.3



- Social Quarters “CLOSED” to non-members
- Non-Members can make purchases directly related to the event
- No alcoholic beverages unless approved by the Compliance Office (dispensation required)
- Volunteers “**ONLY**” – **NO** employees are permitted to work
- **Lodge CANNOT** benefit financially from this type of Event
- All “**NET PROCEEDS**” after expenses, **MUST** be donated.





## Other Fundraising Event

Refer to General Law 44.1

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### Specific Differences:

- **Event must have an approved Dispensation.**
- **Paid employees may work the Event.**
- **No more than 2 like events in a 12 month period**

### Similar Rules to 44.3

- **Social Quarters is closed to non-members.**
- **Non-members may purchase items directly related to the Event.**
- **Service of alcoholic beverages requires Dispensation approval.**
- **Separate financial accounting of each Event must be maintained**



# Promoting the Open to the Public Event

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- The IRS prohibits solicitation of non-members into the membership.
- **Community Service & Charitable Fundraising events** must clearly state type of event and all net proceeds are going to charity, community project, or to the lodge/chapter.
- With a dispensation from the Compliance Office, a lodge can advertise prices (i.e., price of admission to a dance, prices of meals, drinks, etc.) for fundraising events open to the public





- **Public events involving non-members that include music, sporting events, and other copyright materials may be assessed royalty fees**
- **These fees can range from less than a hundred dollars to thousands of dollars**
- **These fees may be assessed when advertising an Open to Public Event**



# Dispensation Required 30 days Before Hosting Event

## Dispensation with Alcohol



**DISPENSATION FOR  
COMMUNITY SERVICE, CHARITABLE AND OTHER  
FUNDRAISING EVENTS INVOLVING  
ALCOHOLIC BEVERAGES**

Lodge No. \_\_\_\_\_, is requesting a dispensation to use its facilities on: \_\_\_\_\_ for the purpose of \_\_\_\_\_.

What activities will be conducted at this event? \_\_\_\_\_

Who will receive the proceeds from this event? \_\_\_\_\_

**ADVERTISING IN ANY PUBLIC MEDIUM MUST COMPLY WITH SECTION 45.2 OF THE GENERAL LAWS. ABSOLUTELY NO ADVERTISING SHOULD OCCUR BEFORE THIS DISPENSATION HAS BEEN APPROVED.**  
**\*\*Attach copy of Advertisement to be approved for compliance**

**The request is being made upon the following conditions:**

1. The lodge certifies that it will conform to the restrictions and requirements listed in Sections 44.3 and 50.7 of the General Laws.
2. At all times the Social Quarters shall be closed to everyone except active members and qualified guests.
3. If required by local law, the lodge affirms that a special liquor license for this event has or will be obtained and the lodge is in compliance with all laws pertaining to the sale and consumption of alcoholic beverages on lodge property.
4. All servers of alcoholic beverages at this event are TIPS (or other state approved program) trained and certified.
5. If this event involves a community service or charitable fundraiser being conducted by another organization, the lodge is required to obtain special event liquor liability insurance in a minimum amount of \$1,000,000 per occurrence. (A copy of the certificate **must** be attached to this dispensation.)
6. No alcohol shall be unattended (i.e. kegs of beer).
7. No one shall be allowed to buy doubles, multiple drinks or "a round for the house".
8. No one shall serve alcoholic beverages to someone who is intoxicated or showing **any** signs of visible intoxication. (The operative language in most dram shop statutes is **serve** of alcohol to a visibly intoxicated person.)

(Seal of Lodge)

President	Date	Administrator	Date
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**(The office of the Chief Compliance Officer will complete this section.)**

Your request for this dispensation is:      Approved \_\_\_\_\_      Rejected \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Chief Compliance Office Representative      Date

(Revised 03/2021)

## Dispensation without Alcohol



**DISPENSATION FOR  
COMMUNITY SERVICE, CHARITABLE AND OTHER  
FUNDRAISING EVENTS WITHOUT  
ALCOHOLIC BEVERAGES**

Lodge No. \_\_\_\_\_, is requesting a dispensation to use its facilities on: \_\_\_\_\_ for the purpose of \_\_\_\_\_.

What activities will be conducted at this event? \_\_\_\_\_

Who will receive the proceeds from this event? \_\_\_\_\_

**ADVERTISING IN ANY PUBLIC MEDIUM MUST COMPLY WITH SECTION 45.2 OF THE GENERAL LAWS. ABSOLUTELY NO ADVERTISING SHOULD OCCUR BEFORE THIS DISPENSATION HAS BEEN APPROVED.**  
**\*Attach copy of Advertisement to be approved for compliance**

**The request is being made upon the following conditions:**

1. The lodge certifies that it will conform to the restrictions and requirements listed in Sections 44.3 and 50.7 of the General Laws.
2. At all times the Social Quarters shall be closed to everyone except active members and qualified guests.
3. IRS regulations require that only "volunteers" be involved in charitable fundraising events.
4. Volunteers may not receive any form of compensation, including tips, free meals, free drinks, etc. (Neither the lodge nor chapter shall benefit financially from this activity.)
5. All net proceeds shall be donated to the named charitable community service event below in item #6.
6. Net proceeds go to \_\_\_\_\_.

Other: \_\_\_\_\_

(Seal of Lodge)

President	Date	Administrator	Date
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**(The office of the Chief Compliance Officer will complete this section.)**

Your request for this dispensation is:      Approved \_\_\_\_\_      Rejected \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Chief Compliance Office Representative      Date

(Revised 03/2021)



# Open to the Public Special Event Expenditures

Use this worksheet to enter expenses incurred for your special event. Fill out fields as applicable. No entries are possible in tan boxes; those values will be auto-calculated based on quantities & costs entered. Expenses will transfer to page 2. Any dark grey cells should NOT have an entry.

Lodge Name Anywhere Moose Lodge 1234 Date

Does this event benefit a charity? Enter Y or N in box below

Event Name Community Service

Chairman Jane Doe Signature \_\_\_\_\_

Co - Chair John Doe Signature \_\_\_\_\_

*Amounts in tan or teal will transfer page 2*

## Kitchen

**Food** *Enter food purchase here* \$ 550.00

**Paper Products** *Enter paper purchase here* \$ 185.00

*Disposable paper & plastic serving items - cups, plates, napkins, etc.*

**Beer:**  Kegs @ \$  Per Keg \$ 315.00

**Pkg Beer:**  Cases @ \$  Per Case \$ 154.00

**Wine:**  Boxes/Bottles @ \$  Per Box/Bottle \$ 89.50

**Soda:**  Boxes @ \$  Per Box \$ 164.75

**Ice:**  Bags @ \$  Per Bag \$ -

**Liquor:** *Enter liquor purchase here* \$ 210.00

**Utilities** *Heat, air conditioning, gas, electricity, etc.*

**Utilities:**  Hours @ \$  Per Hour \$ -

**Entertainment** *Band, DJ, Comedian, etc.*

**Fee:** *Enter entertainment fee here* \$

## Labor - Bar Tenders

BT #1:  Hours @ \$  Per Hour \$ 75.00

BT #2:  Hours @ \$  Per Hour \$ 75.00

BT #3:  Hours @ \$  Per Hour \$ -

BT #4:  Hours @ \$  Per Hour \$ -

Total: \$ 150.00

## Labor - Kitchen/Servers

Kitch #1:  Hours @ \$  Per Hour \$ 72.00

Kitch #2:  Hours @ \$  Per Hour \$ 60.00

Kitch #3:  Hours @ \$  Per Hour \$ 60.00

Total: \$ 192.00

Sever #1:  Hours @ \$  Per Hour \$ -

Sever #2:  Hours @ \$  Per Hour \$ -

Sever #3:  Hours @ \$  Per Hour \$ -

Sever #4:  Hours @ \$  Per Hour \$ -

Total: \$ -

## Security

**Guard(s):**  @ \$  Per Event \$ -



# Open to the Public Special Event Worksheet



Lodge Name & # Anywhere Moose Lodge      Event Date   *Click the arrow to select date*

Event Name Community Service      Event Type  *Click in box for drop down menu*

Chairman Jane Doe      Signature \_\_\_\_\_ 1

Co - Chair John Doe      Signature \_\_\_\_\_

### Income

Ticket Only	<input type="text" value="50"/>	# of TIX	@ \$	<input type="text" value="25"/>	Per Ticket	\$	<input type="text" value="1,250.00"/>
Special Pricing Ticket	<input type="text" value="10"/>	# of TIX	@ \$	<input type="text" value="15"/>	Per Ticket	\$	<input type="text" value="150.00"/>
Total Tickets Sold	<input type="text" value="60"/>			Total:		\$	<input type="text" value="1,400.00"/>

Kitchen Sales      *Enter number from register tape*     

Cash Bar Sales      *Enter number from register tape*     

### Gaming

*Enter amount retained by lodge in field to right of game*

Game 1     

Game 2     

Game 3     

Game 4     

### Other Income

*Please name other source of income*

50/50     

Silent Auction     

Other Income 3     

Donations     

Total Income     

### Expenses

Entertainment	\$ -
Liquor	\$ 210.00
Food Purchases	\$ 550.00
Paper Goods	\$ 185.00
Beer	\$ 315.00
Packaged Beer	\$ 154.00
Wine	\$ 89.50
Soda	\$ 164.75
Ice	\$ -
Utilities	\$ -
Advertisement	\$ -
Liquor License	\$ -
Security	\$ -
Bar Personnel	\$ 150.00
Kitchen Personnel	\$ -
Sub Total	\$ 1,818.25
Sales Tax <i>Enter Taxes Due Here</i>	\$ -
Total Expense	\$ 1,818.25
Net Profit	\$ 3,381.75

ENDOWMENT Collected: *Not to be included in net profit!*            *Attach receipt to report*

### Dispensation Required

Dispensation Approval date            *Attach copy of dispensation*

Event will benefit - check applicable beneficiary

<input type="checkbox"/>	Lodge General Fund
<input type="checkbox"/>	Moose Charities
<input checked="" type="checkbox"/>	Local Charity

Local Charity name     

Date Deposited            *Attach copy of deposit slip*

Check for Donation      Date            Check Amount     

***This report must be read at the House Committee Meeting and at the Membership Meeting. Include this information in Meeting Minutes!***

*\*Be sure to include ALL taxable items in your tax calculation - food, beverages, merchandise, etc. - as applicable in your state\**

# Plan Event



- **Form the Committee**
- **Select the Chairperson**
- **Assign responsibilities**
- **Design the Event**
- **Promote the Event**
- **Host the Event**
- **Announce the Results**
- **Evaluate the Event**
- **Give Thanks to all that helped**





# LODGE EVENT PLANNING GUIDE

## Lodge Event Planning Guide

12/01/21

Type of Event	Compliance Office Dispensation required	Officer or employee req'd for decorum	Hall Rental Insurance Required	Social Quarters Open to members and Qualified guests	Other Special Instructions	Local Rules/Regulations
Members only event	No	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID	see rules in General Laws 50.2
Open House Event	Yes	Yes	No	No Sales	No more than twice in 1 calendar year and not less than 3 months apart. No sales to members or non-members at all, but refreshments may be given away for free dependent on the applicable local and state laws.	see rules in General Laws 46.13
Open to Public Event without Alcohol	Yes	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID. <b>Retail Sales of Non-Alcoholic Items will need to be sold separately from the Social Quarters.</b>	see rules in General Laws 44.1
Open to Public Event with Alcohol	Yes	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID. <b>Alcoholic beverages and other retail sales, may be served and sold to the public under specific restrictions and not as a part of the Social Quarters. **</b>	
Member Hall Rental-legitimate family function <b>without</b> Alcohol	No	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID. • There shall not be a cash bar. • The member must pay for all food, beverages and other financial obligations generated by the activity.	
Member Hall Rental-legitimate family function <b>with</b> Alcohol	No	Yes	Yes	Yes	• Non-members may not make any purchases or spend any money in the lodge. • The lodge shall furnish a bartender (if a bartender is used) who shall have complete control of the dispensing of beverages.	
Other Not-for-profit organization Rental or Member Hall rental for Business purposes	Yes	Yes	*Other	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID. • There shall not be a cash bar. • The member must pay for all food, beverages and other financial obligations generated by the activity. • Non-members may not make any purchases or spend any money in the lodge. • The lodge shall furnish a bartender (if a bartender is used) who shall have complete control of the dispensing of beverages.  ***OTHER :The Company/Business will furnish Liability Insurance, with the lodge and MI named as additional insured, for at least \$1 Million to include liquor liability if necessary.	see rules in General Laws 47.2
Fund-Raising Activity with Non-Members without Alcohol	No	No	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID.	
Community Service and Charitable Fundraisers	No	No	No	Yes	• Neither the lodge nor chapter shall benefit financially from the activity. • All net proceeds shall be donated to the charity or community service for which the event was conducted. • Paid Lodge employees are not allowed to be involved in charitable fundraising events	see rules in General Laws 44.3
Fund-Raising Activity with Non-Members with Alcohol	Yes	Yes	No	Yes		
Public Bingo	No	Yes	No	Yes	Social Quarters entry should be carefully monitored so that <b>only</b> members and QUALIFIED guests may enter with proper ID. If a lodge is properly licensed and is in compliance with all laws, rules, regulations, ordinances, etc., it may conduct bingo open to the public. The bingo shall be conducted in the lodge hall unless otherwise approved by the Compliance Office. Non-member bingo players shall not enter the lodge social quarters unless qualified as a guest under Sect 50.2.	State licensing required also see rules in General Laws 44.2
Memorial Day services, Pilgrim Presentation Ceremonies, Mooseheart Founder's Day, or Celebration of Life	No	No	No	*Optional	Social Quarters should be closed during any services or ceremonies and may be opened afterwards for normal business * Social Quarters may remain open if event is in separate room and does not interfere with the event.	see rules in General Laws 46.13, 46.14, and 46.15
Off-Site function	Yes	No	No	N/A	Such as a trip to a ball game, family picnic, bus trips, etc. would not involve persons other than members and qualified guests (for insurance reasons)	Standard Moose rules for decorum apply
Off-Site function with alcohol	Yes	Yes	No	N/A	Such as a trip to a ball game, family picnic, bus trips, etc. would not involve persons other than members and qualified guests (for insurance reasons) Check with State Liquor Board for special licensing requirements	Standard Moose rules for decorum apply State licensing required

\*\* In some areas a single use daily permit may be required to allow the sale of alcoholic beverages to non-members during events. All such sales must be tracked and reported separately. Exercise CAUTION when utilizing this option, and be certain to follow all local, state, and Federal laws. This income is reported to the IRS as taxable on the 990 Schedule T.

**If your event type is not listed, or you are uncertain what type of event you are planning then contact your Territory Manager or the Compliance Office.**

# LODGE EVENT PLANNING GUIDE

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- If you would like to have a copy of the Lodge Event Planning Guide please reach out to your Territory Manager



SO MUCH





**YOUR  
FEEDBACK IS  
VALUED!**

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**Have an idea, comment or suggestion for a  
topical presentation?**

**Email Membership Director:**

**Mike Rios, [mrios@mooseintl.org](mailto:mrios@mooseintl.org)**

