

**Newport Ski Club**  
**Procedure for No Show Billing Form**  
02/01/2023

Complete the "No-Show at Lodge Billing Form" to bill each Member/Applicant who cancels his lodge reservation after the food order is placed. If any guests cancel under these circumstances, bill the member or applicant who sponsored them. Blank forms are available in the Lodge Manager's desk.

Submit this billing form along with the other paperwork you are submitting to the Treasurer, who will then send it out.

On the Financial Summary Sheet, list the name of Member or Applicant and the amount to be billed for food and if bumping occurred, the lodging charge.