

### Special Function Activities Checklist

Activity	Responsible Person	
	Sponsor	Renter
<b>Pre-Event Activities</b>		
Contact renter to coordinate meeting time and date	X	

<b>Event Day Activities</b>		
Meet with renter at agreed upon time	X	X
Show and explain this checklist to renter	X	
Get sufficient ice for duration of event	X	
Relock the ice room	X	
Do not share combination with renter	X	
Obtain payment in cash or check	X	X
Show renter:		
How to turn on lights	X	
How to adjust thermostats	X	
How to turn on the PA system	X	
How to take out trash, reline trash containers with plastic inserts	X	
Where vacuum cleaner is located	X	
Where paper towels, toilet paper are located	X	
Where extra tables and chairs are located	X	
Where serving utensils are located	X	

<b>Event Completion Activities</b>		
If EYC drinks were sold, place money in envelope, mark event name and amount then place in slot behind bar.	X	X
Turn off the PA system, if used	X	X
Take out trash and reline containers with plastic inserts		X
Vacuum rug if necessary		X
Clean and return any utensils used		X
Realign tables and chairs to original configuration		X
Reset thermostats to 78 degrees	X	
Inspect club	X	
Turn off all lights	X	
Lock and secure club	X	

**Note: The renter assumes responsibility for any personal injury to their guests or loss or damage to the Eglin Yacht Club during this activity. See reverse for more details.**

**Event Details**

Renter's Signature
Sponsor's Signature:
Date of Event:

This completed form will be retained by the EYC Club Manager.

## **Control of guests**

The following are examples of actions that may result in the termination of the event or the loss of a deposit.

Anyone under the age of 18 on the dock without adult present

Anyone under the age of 21 behind the bar

Not controlling children or adult guests for inappropriate behavior

Climbing on chairs or other areas of the club facilities

Breaking or damaging any fixture or decoration

Unruly behavior (intoxication, foul language, etc.)

**Any other activity as deemed inappropriate by the event sponsor**