

HALL RENTAL CHECKLIST

(circle YES or NO)

Date of rental _____

Name of Renter _____

Contact info _____

Caterer info _____

Caterer contact info _____

Clean-up contact info _____

NOTE: Walk-throughs are required when renting the hall

1. Date of pre-rental walk-through: _____
Name of Renter attending: _____
HB Member attending: _____

2. Will alcohol be served? YES NO

Name of Bartender in charge: _____

REMINDER: Liability Insurance & Liquor License is required before keys will be released

3. Do you require access prior to the day of event (if available)? YES NO

Date: _____

(REMINDER: keys available during office hours only, M-F 8-4:30, closed for lunch)

4. Catering:

- a) Will the caterer bring their own equipment? YES NO

b) Do you require:

1. Punch bowls? YES NO
- Number required: _____
2. Chafing pans? YES NO
- Number required: _____
3. Roasters? YES NO
- Number required: _____
4. Wine glasses? YES NO
- Number required: _____
5. Water goblets? YES NO
- Number required: _____

6. Juice (only, not for use for coffee) containers? YES NO

- Number required: _____

7. Large salad bowls? YES NO

- Size A _____

- Size B _____

- Size C _____

- Size D _____

- Size E _____

c) Are the caterers aware of the operations of the Make-up Air fan when using the stove?

1. YES NO

d) Are the caterers familiar with the operation of the dishwasher?

1. YES NO

REMINDER: Instructions are on the wall next to dishwasher

5. Will you require Tablecloths? YES NO

- Circular - Number required: _____

- Rectangular Large - Number required: _____

- Rectangular Small - Number required: _____

6. Will you require the cordless microphone? YES NO

- Do you require instructions on its operation? YES NO

REMINDER: Microphone requires batteries (located in case)

7. Will you require instructions for the PA system? YES NO

- Do you require instructions on its operation? YES NO

8. Will you require the projector? YES NO

- Do you require instructions on its operation? YES NO

9. Will you require the hardwood stairs under the stage? YES NO

(authorization & use provided by a Board member)

10. Janitorial:

a) Are you aware of your responsibilities for cleaning at the end of your event? YES NO

b) Do you plan to clean the hall after the event? YES NO

c) Do you plan to hire the hall's caretaker to clean after your event? YES NO

a. \$____/hr

d) Are you aware that all chairs & tables are to be returned to original locations (as per photo)?

YES NO

e) Have you been shown the Hall Rental Clean-Up Duties? YES NO

11. **REMINDER:** ALL leftover food, alcohol, decorations, etc. belonging to Renter is to be removed following the event.

12. **REMINDER:** Renters will ensure ALL exterior doors have been pulled and secured CLOSED before leaving the hall

13. Post-event Follow-up: Date: _____

HB Member: _____

Signature of Renter

Date: _____

Print Name of Renter

HB Member: _____

Comments:
