

# ABINGDON RURITAN CLUB ~ EVENT SCHEDULE FOR FESTIVAL AREA/GROUNDS

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Date of Event: \_\_\_\_\_ / \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Day of Week Day/Month/Year

Send this sheet to the Abingdon Ruritan Club 60 days prior to your event along with the Festival Area/Grounds Rental Payment. The ABC License and Certificate of Insurance must be received 10 days prior to the event. The Abingdon Ruritan Club representative may be contacted at 804-642-9021.

	Time	Date
1 Date of Event	_____	_____
2 Contract with Security Deposit sent to Abingdon Ruritan Club	_____	_____
3 Time to Access the Grounds	_____	_____
4 Schedule for Caterer to Access Grounds (if any)	_____	_____
Caterer's Name: _____		
Address: _____		
Telephone Number: _____		
5 Schedule for _____ to be Delivered to Grounds	_____	_____
6 Schedule for _____ to be Delivered to Grounds	_____	_____
7 Schedule for DJ Equipment/Band Setup	_____	_____
Contact Person: _____		
Address: _____		
Telephone Number: _____		
8 Expected Time to Start Function	_____	_____
9 Planned Time for Function Completion	_____	_____
10 Time of Any Other Delivery	_____	_____

**NOTE:** The next items are due at different times. Please meet your deadlines in a timely manner.

11 Send Area/Grounds Rental Payment to ARC	60 days prior to event	_____
12 Send this Event Schedule to ARC	10 days prior to event	_____
For Individual Send Insurance Certificate to ARC.		
13 For Commercial or Non-Profit send Insurance Certificate (co-insured ARC) to ARC	10 days prior to event	_____
14 Send ABC License & Certificate of Insurance	10 days prior to event	_____