

# ABINGDON RURITAN CLUB ~ EVENT SCHEDULE FOR BUILDING

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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 Building Rental Payment and Certificate of Insurance. The ABC License and Lessee Insurance Rider must be received 10 days prior to the event. The Building Manager 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 Decorate Building	_____	_____
4 Schedule for Caterer to Access Building	_____	_____

Caterer's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

5 Schedule for Flowers to be Delivered to Building	_____	_____
6 Schedule for Cake to be Delivered to Building	_____	_____
7 Time for 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 Building Rental Payment to ARC	60 days prior to event	_____
12 Send Insurance Certificate (co-insure ARC) to ARC	60 days prior to event	_____
13 Send this Event Schedule to ARC	60 days prior to event	_____
14 Send ABC License & Insurance Rider	10 days prior to event	_____

Adopted by the Board of Directors 6 August 2015