

ABINGDON RURITAN CLUB ~ EVENT SCHEDULE FOR BUILDING

Date of Event: _____ / _____ Type of Event: _____
Day of Week Day/Month/Year

Send the Building Rental Payment to the ARC 60 days prior to your event. The ABC License, Certificate of Insurance and Insurance Rider (if required) must be in the **Name of the Lessee Only** and needs to be received 10 days prior to the event. The ARC may be contacted at 804-642-9021.

	Time	Date
1 Date of Event	_____	_____
2 Contract with Security Deposit sent to ARC	_____	_____
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 the Building Rental Payment to the ARC	60 days prior to event	_____
12 Send Insurance Certificate (co-insure ARC) in the Name of the Lessee Only to the ARC	10 days prior to event	_____
13 Send Event Schedule for Building to the ARC	10 days prior to event	_____
14 Send ABC License and Insurance Rider (if require) in the Name of the Lessee Only to the ARC	10 days prior to event	_____

Adopted by the Board of Directors 6 August 2015