

ABINGDON RURITAN CLUB ~ EVENT SCHEDULE FOR FESTIVAL AREA/GROUNDS

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

Send the Festival Area/Grounds 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 representative may be contacted at 804-642-9021.

	Time	Date
1 Date of Event	_____	_____
2 Contract with Security Deposit sent to ARC	_____	_____
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 Festival Area/Grounds Rental Payment for the event to the ARC	60 days prior to event	_____
For Individual Send Insurance Certificate to ARC.		
12 For Commercial or Non-Profit send Insurance Certificate (co-insured ARC) to ARC	10 days prior to event	_____
13 Send the Event Schedule for Festival Area/Grounds to the ARC	10 days prior to event	_____
14 Send ABC License , Certificate of Insurance and Insurance Rider (if required) in Name of Lessee Only to the ARC.	10 days prior to event	_____