

Event Details:

Event Date: _____

Event Times: _____

Event Name: _____

Brief Summary of what this event will involve:

Event Location: Ice _____ Main Lounge _____ Side Lounge _____

Event Organizer 1 _____ Phone _____

Event Organizer 2 _____ Phone _____

Logistics:

1. How many people are expected to attend? _____
2. Will the event be using the microphone system? Yes ____ No ____
3. Will the event be selling 50-50 tickets? Yes ____ No ____

Note: Need to provide your own 50-50 tickets, club does not supply

4. Are there any other games being played at the event for fundraising? Yes ____ No ____
5. Will the event be holding a Calcutta at conclusion of the event? Yes ____ No ____
6. Are there any special Bar Considerations?

7. Who else will be involved in the event? (Sponsors, special guests, etc.)

Please carefully check each section to see if it applies to this event.

Here are the conditions for the event:

1. **Ice Requirements:** All ice requirements must be confirmed in detail with the Director of Curling Programs and a copy provided to the Ice Tech. Failure to do so may result in the ice not being cleaned, pebbled or scraped for the event. Club time rule applies

Note: If this is a rental event, then a club observer is required and a cost may apply.

2. **Kitchen:** Will the event be using the kitchen for any purpose? If yes, complete the following:

All activity related to the kitchen for the event is the Event Organizer's responsibility, including all dishes whether done manually or in the dishwasher. **The bar staff are not responsible for doing the dishes.**

Will you be using a caterer or ordering food from outside? Yes ___ No ___

If yes, identify the caterer or establishment ordering from: _____

If using the kitchen for any purpose, pls complete the following:

Stove	Yes ___	No ___	Dishes	Yes ___	No ___
Fridge storage	Yes ___	No ___	Cutlery	Yes ___	No ___
Freezer	Yes ___	No ___	Coffee Urn	Yes ___	No ___
Manual dishwashing	Yes ___	No ___	Dishwasher	Yes ___	No ___
Cold storage room	Yes ___	No ___			

Kitchen Items: All pots, pans, cooking sheets, utensils etc. must be returned to where they were found and all dishes returned to the cupboards. Nothing is to be left on the drain boards.

Misc items: The event planners are to **bring their own dish soap, napkins, aluminum foil, food wraps, paper plates and take home containers.** The club does not provide these items.

3. **Food certified person(s):** Persons must be identified and be present if using the kitchen for preparing or cooking food. **Complete the volunteer section for this.** Bar Manager is to be provided with a copy of their certificate.
4. **Dishcloths, tea towels and table cloths:** they must be taken home at the end of the evening, washed and returned to the club within 48 hours. No items are to be left to dry. **A person must be identified to do this task. Complete the volunteer section for this activity.**

5. **Left over food and other items in the fridge:**

All excess food is to be disposed of by the Event Organizers at the end of the event and nothing is to be left in the fridge, freezer and or at the Club.

Note: If any items are left, they will be discarded the next day.

6. **If ordering in food such as pizza etc:** the event organizer is to provide their own paper plates, paper towels, napkins and cutlery. The club does not provide this.
7. **Main and side lounge:** they are to be cleaned and returned to their normal day-to-day seating arrangement at the end of the event. **A person must be identified to do this task. Complete the volunteer section for this activity.**
8. **If decorations are used:** they must be removed at the conclusion of the event. **Nothing is to be suspended or affixed to the main lounge ceiling.**
9. **Garbage:** Ensure all garbage from the event is put in the dumpster at the conclusion of this event. **The bar staff are not responsible for doing this.**
10. **There is to be no burning of candles or any open flames** used in the event other than to heat warming trays.
11. **BBQs:** Will the event use the BBQ's: Yes ____ No ____

If the BBQs are used the charcoal must be taken out of the BBQ and put into a steel bucket and the BBQ's cleaned and then returned to storage. The **exterior of the club** is to be left in pristine condition before the end of the event.
12. **Once the kitchen has been cleaned,** no other food preparations will be allowed unless identified in this planner and a food certification person has been identified and is present.
13. **A closing checklist for all of the above:** it must be completed and signed at the end of the event and provided to the bar staff on duty.

I acknowledge that I have read, agree to and will abide by the above terms and conditions, that the Bar Manager has to approve all conditions to ensure the event runs smoothly and the venue is returned to its proper state.

Signature: _____

Event Organizer Printed signature

Volunteers: (if not finalized when completing this document, they must be provided the day before the event)

Complete the following if applicable for this event or list as N/A

Kitchen Staff for this event: (if applicable please identify)

1. _____ 2. _____
3. _____ 4. _____

Food Certification persons for this event are: (if applicable please identify)

1. _____ 2. _____
3. _____ 4. _____

Kitchen Clean up crew for this event are: (if applicable please identify)

1. _____ 2. _____
4. _____ 4. _____

Person(s) taking home the laundry

1. _____ 2. _____

Person(s) responsible for making sure the main and side lounge is put back in place

1. _____ 2. _____

Person(s) responsible for ensuring the final checklist is completed, signed and provided to the bar tender on duty.

1. _____ 2. _____

I acknowledge that I have fully read, understand and completed the event planner

Event organizer

Completed Event Template Submitted: DD: _____ MM: _____ YR: _____