

Name: _____

Event Date: _____

BVFRD Hall checklist for the renting party

1. In kitchen, renter may use REFRIGERATOR, ICE MACHINE, MICROWAVE and WARMING OVEN only. Use of the stove/oven is **NOT** permitted!! _____(Please initial)
2. No external cooking/baking permitted, propane or otherwise, in the hall, kitchen, and within 50 feet of the building. _____(Please initial)
3. **You will be able to enter for setup at _____. Your event ends at _____. At this time NO more food or drinks served. Music OFF. Guests leave. Your clean up begins. Cleaned up and out of the building by _____.pm/am_____**(Please initial)
4. ALL items brought in for the event such as decorations (including balloons), caterer equipment, linens, music equipment, etc. **MUST** be removed at the close of the event. _____(Please initial)
5. NO decorations may be hung, taped or pinned from the walls or windows or doors. NO CONFETTI PERMITTED. _____(Please initial)
6. All tables must be wiped and all floors and chairs cleared of debris and all liquids. The floors include the hall, kitchen, entryway and restrooms. _____(Please initial)
7. Kitchen countertops, sinks, and warming oven wiped down and cleaned of food and debris. _____(Please initial)
8. Trash and garbage bagged and ALL boxes broken down and placed **INSIDE** the dumpster. _____(Please initial)
9. No loitering outside near the dumpster (applies to guests and hired staff). _____(Please initial)
10. Music sound check. Music/sound level not to exceed the level of 90dB. _____(Please initial)

CIRCLE ANY SPECIAL NEEDS: SCREEN (behind stage), MICROPHONE, PODIUM, CD PLAYER.

*****ANY VIOLATIONS WILL RESULT IN FORFEITURE OF DEPOSIT.**

Authorized signature _____