

EVENT/BIRTHDAY PARTY INFORMATION and CHECKLIST

****Important** Staff are scheduled to arrive and leave by the times you have booked. There is no entry prior to your booked time. Please refer to your contract for exact times. Failure to leave by booked time will result in extra room and staffing fees (staffing may be at time and a half if staff go into overtime).**

CHECKLIST

- ✓ Attendant opens building, disarms, turns on lights
- ✓ User Group arrives to set up for event and identifies themselves as the main contact.
- ✓ Attendant directs User Group to rooms booked.

SET UP:

- Set up of RMOW tables and chairs (if required). **RMOW Attendant to assist**
- Set up of gym/equipment (if required). **RMOW will supply based on your needs**
- User Group supervises participants and proper use of space booked
- User Group communicates to Attendant if there are any spills etc.
- User Group communicates to guests the leave time so that tear down can begin (suggest no less than 30 minutes from your end booking time).

TEAR DOWN:

- Wipe tables and chairs down before being put away. **RMOW will provide supplies**
- Assist Attendant with putting away tables and chairs
- Assist Attendant with spot cleaning floors before being swept and washed
- Assist Attendant with sweeping if needed
- Pack up and bag recycling and garbage for removal
- If kitchen is booked it is suggested to allow more time for cleaning (RMOW equipment is not included in your use). **Bring own supplies and utensils.**

User Group are expected to do the following:

- ✓ Provide assistance in set up and tear down
- ✓ Supervision of all participants in the building including in the gym, hall.
- ✓ Appropriate set up of decorations/signs etc. using a low stick tape (no pins allowed).
- ✓ Communicate prior to event day that you would like helium balloons. They must be approved.
- ✓ Remove all garbage and recycling (we will provide 2 bins and 2 bags).
- ✓ Assist in light cleaning.
- ✓ Communicate to participants that there is no food in the gym (if being used) and that shoes must be non-marking, clean, dry and rock free if using the gym.