



Special Event Checklist

(Events with Alcohol)

Applicant: _____

Date of Event: _____

Location of Event: _____

Type of Event: _____

Checklist	Yes	Date Required	Additional Notes
Contract signed and 50% deposit received to hold date	<input type="checkbox"/>	ASAP	
Remaining rental balance paid	<input type="checkbox"/>	14 days prior	
Has Proof of Insurance been received (\$5,000,000 liability)	<input type="checkbox"/>	14 days prior	
Damage Security Deposit received (\$1500.00)	<input type="checkbox"/>	2 days prior	
Payment for Security received (\$300.00)	<input type="checkbox"/>	Day of event	
Copy of Liquor License handed in	<input type="checkbox"/>	14 days prior	
Received checklist for liquor license event holders (Appendix A of MAP)	<input type="checkbox"/>	14 days prior	
List of servers and proof of recommended training received	<input type="checkbox"/>	2 days prior	

Please submit required information to the Recreation Department by the deadlines noted above.

Included in this package:

- Checklist
- Contract
- Special Agreements #20
- MAP
- AGCO SOP Guide & Form
- AGCO SOP Info Sheet