

Holcomb Farm Pavilion Event Monitor Duties

1. Pick-up the keys from the Park House Staff during regular business hours.
2. Arrive at the Holcomb Farm and enter the building. Review rental forms to see what room(s) the rental is taking place and what room arrangement is needed.
3. Turn on the bathroom, hallway, and rental room (kitchen & storage rooms) lights.
4. Walk-through the building to ensure there are no safety hazards (wet floor, tripping hazards, etc).
5. Unlock the building at the designated time on the Facilities Rental Agreement form.
6. Review the rental agreement to see if they are having alcohol. If they marked yes, then the renter paid for the right to have alcohol at the event. Review whether or not they are using a caterer/bartender. If not be to speak with renter and have them introduce their Alcohol Monitor to you. If they marked no on the alcohol request form and you see they have alcohol present, they must remove it immediately.
7. Review with the renter the start and completion time as listed on the Facilities Rental Agreement form. Reinforce the completion time – this time is when the building is cleaned and vacated by, no exceptions. If the renter stays past the designated time, money will be taken out of their security deposit.
8. Event Monitor duties during the rental (but not limited to):
 - Stay for the duration of the rental and provide general building supervision.
 - Assist with room setup and takedown of chairs and tables.
 - Ensure the renters are aware of your presence off and on throughout the rental
 - Empty garbage throughout the rental and replace the garbage bag in the can.
 - Ensure there is no smoking in the building.
 - Answer questions about the building and procedures as needed.
 - Ensure the noise level does not become excessive.
 - When necessary, call 911 to enforce control.
 - In the event of an accident, give necessary first aid to the injured patron; call 911 if needed. Complete the Town of Granby Accident Report (located in the rental binder) in its entirety. Report any accidents/incidents to the Program Supervisor/Recreation Director immediately.
 - Oversee the general cleanup by the renters – putting tables and chairs away.
 - Ensure the event ends promptly as scheduled.
 - Sweep the floor with the dust mop. If you see a sticky area on the floor, use the wet mop. Remove all garbage and place in the dumpster. Make sure the building is locked and secured by the time stated on the Facilities Rental Agreement.
9. Completion of the Rental
 - Ensure tables, chairs on other equipment is back to its original area.
 - Once the renter has left the building, check all doors and windows to ensure they are locked and the oven is turned off (if used). Secure and lock the main entrance before leaving.
 - Be sure the rental rooms & bathrooms are in presentable conditions for next event.