

TOP TEN MOST IMPORTANT THINGS TO KNOW ABOUT HOSTING AN EVENT AT
THE ERBC

1. Ashleigh McLean oversees promotion of events on the ERBC website, Facebook, online signup and emailing and printing of the event posters. Her email is communications@erbc.com. Please send event details to Ashleigh AT LEAST 3 WEEKS prior to your event. The event host resource sheet has a list of details she needs to create a flier. Hosts are required to pay for and pick up their posters at We Print Today in Kingston and hang them at the club. Hosts will be reimbursed for cost of posters (submit as an expense).
2. On the night of your event, the club closes at 6pm (only exception is Adult Night when club closes at 5pm). Manager and lifeguards on duty will help you with any set up you have. Contact manager one week prior coordinate any assistance you need setting up on the night of the event. Use of the pool during events is prohibited.
3. Please check the inventory list and closet before purchasing any decorations and paper goods. Linen tablecloths are available for use during your event. Please remember that the club has a no glass rule, so decorations made of glass are not allowed (centerpieces etc.). Please avoid potted plants as decorations.
4. Choose and book entertainment for your event. When choosing a menu, if possible, please include a vegetarian option. In the event deposits are needed, please contact the social chair. If you require the use of the Pop Shop during an event, please contact the Pop Shop manager a week before the date of an event to review safety and clean-up procedures.
5. Members may bring guests to all events with the exception of the opening cocktail party. Payment online is preferred and reservations must be made by the deadline. It should be noted on your event poster/invite that un-honored reservations will be billed. Members are notoriously late responding and so you should be prepared for a last minute deluge of reservations. **There is a \$5 per person fee (child and adult) for late reservations/changes after the sign up deadline.** This language should also be on your event poster.
6. Cash bar is mandatory for Adult Night due to insurance regulations. Members are not permitted to bring their own beverages. Adult Night is a 21 plus event and must be noted on all promotional materials and invitations.

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7. At the end of the evening, it's the Hosts responsibility to breakdown and put away any tables and chairs that are used for the event. It's suggested that you organize a clean up committee of friends to help. Also, Hosts are asked to please remove all garbage bags from canisters and haul them out to the dumpster past the tennis courts. Please put any used tablecloths in bags in the manager's office.

8. Locking up the club on the night of the event is the hosts' responsibility. If you have never locked up before, please refer to the lock up procedures checklist. Alternatively see a manager or Marley or Anne to walk you through it.

9. **Event costs (including vendor tips) must be covered by the admission charge.** Additional expenses incurred are at your discretion and you will be responsible for payment of items not covered by budget. Please see committee chairs Anne Gatnik or Marley Meyer to explain any extenuating circumstances PRIOR to the event. Please see Marley Meyer or Anne Gatnik in order to be reimbursed for expenses incurred. Please submit expenses within 48 hours post-event. Receipts are required for reimbursement. Also, please complete the revenue and expense spreadsheet and turn it in with your expenses.

10. Don't feel pressured to produce a "Pinterest" worthy affair. It's summer for goodness sake and the best decoration is our view! Have fun and remember that what makes a party great is the guest list. We have the best members and everyone loves to have fun, so you're already ahead of the game!

