



# Kiwanis® Pavilion Checklist

CLUB OF TWEED

1. Parking – please park in the parking lot. You may open gate and drive to ramp area to unload supplies and or equipment. There is a removable railing at the top of ramp by doorway. This can be used to unload heavy objects rather than carrying the items from the bottom of ramp. Once unloaded please return to parking lot and close gate.
2. Please refer to layout diagram for locations of light switches/dimmers, electrical panel, outlets, exhaust fan controls, ceiling fans and freezer.
3. Tables and chairs. Please put them back to original setup after your event. No tables or chairs are to be removed from building. Please wipe all tables used at your event.
4. Floor – please be careful with dance wax. Do not drag tables or chairs across floor.
5. Windows and doors. Please ensure they are closed and locked after event.
6. Defibrillator is located on wall outside of kitchen/bar and First Aid kit is in the kitchen/bar area.
7. Cleaning supply room – located beside kitchen/bar, all cleaning supplies, brooms, mops and pails, garbage and recycling bags, extra paper products are located here.
8. Clean up – please sweep all floors, mop as necessary using a small amount of Mr. Clean in lukewarm water. Wipe all counter tops and empty all garbage containers. Ensure garbage and recycling is bagged separated. Please place garbage in the container bin outside (by stairway) and recycling beside the container.
9. Washrooms – please ensure to empty garbage and wipe down counters. Toilet paper and paper towel refills are in the Mop room. Public washrooms are also available in the park. In the event the park is closed and washroom building is locked, there is a key in the kitchen/bar area on back of door. Ensure it is returned here.
10. Kitchen/bar - There are no cooking facilities. Warming trays and slow cookers are permitted and can be placed on table outside bar area by windows. One fridge/freezer and the bar cooler are available for use. Please ensure bar cooler is turned off after your event. (switch is above right of cooler and clearly marked). Sink is available for cleaning of your dishes. Make sure to bring your own dish cloths and towels. Bar supplies, serving bowls etc. and utensils are not available. Ceiling fan controls are above bar area of kitchen.
11. Open flames, candles, fireworks are NOT permitted in the building.
12. Keys – Main door key is provided. Please leave it on the bar and make sure all doors are locked before leaving. Keys for paper towel dispenser, public washroom in park are located on back of door inside Kitchen/bar.
13. Emergency exits – main door, doorway located at back of kitchen/bar area and doorway at back of building clearly marked as an emergency exit. Please do not use this door for any other use.
14. After the event, the premises will be inspected and if all is in acceptable condition, you will be contacted to arrange for return of deposit.