



## GAMBLE HOUSE EVENT CHECKLIST

	Procedure	COMMENTS
<input type="checkbox"/>	CERTIFICATE OF GENERAL LIABILITY INSURANCE- \$1,000,000 List the City of Pasadena as the Certificate Holder and as an Additional Insured in the Description of Operations section. <b>REQUIRED BY ALL</b>	
<input type="checkbox"/>	Acknowledgement of Valet (75 people or more) <b>(signed form)</b>	
<input type="checkbox"/>	Caterer set-up (who, where, how many workers, generator).	
<input type="checkbox"/>	Port-O-Potties (mandatory for all events)	
<input type="checkbox"/>	Only white wine is to be served	
<input type="checkbox"/>	Lighting required for evening events	
<input type="checkbox"/>	Responsibility of Security (mandatory for 250 guests) <b>(signed form)</b>	
<input type="checkbox"/>	Responsibility of deliveries <b>EVENT COORDINATORS SHOULD BE PRESENT AND ARE RESPONSIBLE FOR ALL DELIVERIES</b>	
<input type="checkbox"/>	Acknowledgement: Event has to be dark at @10pm <b>NO EXCEPTIONS</b>	
<input type="checkbox"/>	First floor tour (broad-heel shoes; booties will be provided) <b>NO FOOD OR BEVERAGES IN THE HOUSE, AND HOUSE WILL CLOSE AT 8PM</b>	
<input type="checkbox"/>		