

## **KCC PARK EVENT CHECKLIST**

### **ROOM**

- ☐ Heating/Air-Conditioning turned off
- ☐ All tables and chairs stacked away
- ☐ Lights are turned off
- ☐ Door is locked (Lyndhurst room – sliding door latch locked from the inside)
- ☐ Room is tidy
- ☐ Cardboard boxes flattened and left in secure area (not placed in outdoor rubbish bins)
- ☐ Return key/s to key safe

### **KITCHEN FACILITIES (if used)**

- ☐ Oven/Pie Warmer turned off
- ☐ Dishes/Cutlery etc. washed and returned
- ☐ Kitchen is clean and tidy, including benches, fridge, stove, microwave and sink.
- ☐ Fridge to be emptied and any leftover food and beverage put in bin. **DO NOT** turn fridge off.
- ☐ Kitchen bins are to be emptied into outside wheelie bins

### **BUILDING/GROUNDS**

ARE YOU THE LAST PERSON'S TO EXIT THE BUILDING: **YES / NO (circle)**

- ☐ Have you returned all equipment, including tables and chairs to storage area/s
- ☐ Check and turn off ALL lights; all rooms, and inside/outside of the building
- ☐ Check and turn off car park lights
- ☐ Check and lock ALL rooms and ALL entry doors to the building
- ☐ Return key/s to key safe

### **MUST BE COMPLETED and RETURNED TO DOGS VICTORIA OFFICE**

- ☐ VCA Reps Reports, Event Catalogue, Fixture Levy, Junior Handlers Results Sheet,  
Show Summary Cover Sheet

Name: \_\_\_\_\_ Membership No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Club: \_\_\_\_\_

Please complete the checklist and email to [events@dogsvictoria.org.au](mailto:events@dogsvictoria.org.au) the next business day.

**\$100 fines will be issued to clubs if room/area is not left in a clean & tidy state as listed above.**