



Hall Rental Single Use Set-up/Takedown Checklist

Palliser Bayview Pumphill Community Association (PBPCA) Community Hall Rental

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Set-up / Takedown Checklist

Set-up

- Determine your requirement for tables, chairs, PA system, projector, etc. and confirm with the PBP Community Coordinator availability.
- The set-up of tables and chairs is the responsibility of the renter.
- All doorways are to be kept clear (as per fire regulations).
- Use only masking tape or other tape that does not damage walls when hanging decorations. Do not use nails, pins, staples, tacks, or other hangers that will damage surfaces.

Takedown

- All tables and chairs must be wiped down and returned to the original storage room.
- Ensure kitchen and bar is clean. Dishes, utensils, coffee machine, appliances etc. are clean and put in proper locations. Counters, sinks, fridges, and stoves are to be wiped clean. Dishes and cutlery must be rinsed in disinfectant solution, supplied under the sink.
- All garbage or recycling is to be put in large green metal containers located in parking lot near the East entrance.
- All liquor bottles are to be removed from the hall.
- Sweep and mop up obvious spills from floor. Brooms, dustpan, wet mop, and buckets are available in the large washroom for your use.
- All decorations the renter puts up in the hall must be taken down after function, with no pieces of tape left on walls.
- Ensure all doors are locked after function is over.
- All clean-up duties must be completed by 3 a.m.
- Report all damage or difficulties in the use of the facility as soon as possible to the Community Coordinator.