



**EVENT ASSET CHECK LIST
ONLY AVAILABLE FOR TOWN FUNDED EVENTS**

Resource Recovery	Quantity Available	Quantity Requested	Quantity Checked Out To Lessee	Quantity Checked In From Lessee	Description/Location of Damage
Zero Hero Tents*	15				
Nifty Nabber Cans	44				
RRR flag banners	9				
Weighted stand for flag banners	3				
Wire recycle center	4				

Chairs/Tables & Coolers	Quantity Available	Quantity Requested	Quantity Checked Out To Lessee	Quantity Checked In From Lessee	Description/Location of Damage
Adirondack Chairs	31				
Metal Folding Chairs	23				
Birchwood Folding Banquet Table – 8ft. (30” x 96”)	4				
Birchwood Folding Banquet Table – 6ft. (30” x 72”)	5				
Cocktail Tables (30” round; 42” pole)	9				
Orange Water Coolers	8				
Coolers	18				
Resin folding chairs	80				
Birchwood Round Tables (72”)	10				

Electrical	Quantity Available	Quantity Requested	Quantity Checked Out To Lessee	Quantity Checked In From Lessee	Description/Location of Damage
Turtle Boxes – 6/ 110 outlets each	7				
Tuff Box Feed Thru 400	2				

Amps 120/208V - 4 x 50A California style (125/250v)					
50 ft. cords (50 amps)					
50 ft. cords (400 amp)					
100 ft. cords (50 amps)					
100 ft. cord (200 amp)					
Tails (400 amp)					
Cable ramps – 3 ft.	41				
Other: Patio Heaters	4				

Fencing	Quantity Available	Quantity Requested	Quantity Checked Out To Lessee	Quantity Checked In From Lessee	Description/Location of Damage
Stadium Barricade (8ft/section)	200 sections				
Blue Scrim (ft)	2,000				
Dark green Scrim (ft)					

Tents	Quantity Available	Quantity Requested	Quantity Checked Out To Lessee	Quantity Checked In From Lessee	Description/Location of Damage
White Tents* 10 x 10	8				
Avon Logo Tents* 10 x 10	3				
Tent Walls – 10 ft. sections	56				
Tent Weights					
Tent Tops	15				

Sound Equipment	Quantity Available	Quantity Requested	Quantity Checked Out To Lessee	Quantity Checked In From Lessee	Description/Location of Damage
Sound board**	1				
Microphone **	1				
Speakers					
Movie Screen	1				
Projector	1				
Scaffolding for Projector	1				

Other					
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Signage	Quantity Available	Quantity Requested	Quantity Checked Out To Lessee	Quantity Checked In From Lessee	Description/Location of Damage
VIP Parking (24"X18")	5				
Vendor Parking (24"X18")	7				
Event Parking (24"X18")	7				
No Event Parking (24"X18")	7				
Westin Guests only (24"X18")					
Information (24"X18")	1				
Lost Children (24"X18")	1				
Permit Parking (24"X18")	5				
Bike Parking (24"x18")	6				
Entrance (arrow) (24"X18")	4				
Red Arrow	3				
Lot Closed (24"X18")	4				
No Smoking (24"X18")	9				
Recreational Path Closed (24"X18")	6				
No Alcohol Beyond This Point (24"X18")	9				
No Event Parking at Library (24"X18")	4				
No Outside Alcohol (24"X18")	19				
Taxi Pick up & Drop off (24"X18")	6				
Rec. Center Patron Parking Only (24"X18")	2				
Restricted Site No Entry (24"X18")	8				
Please Prepare for Back Packs & Coolers	18				

to be searched (24"X18")					
No Outside Alcohol, No Smoking, No Pets (24"X 36")	15				
Prohibited Items: Alcohol, fireworks, etc. (24"x36")	6				
Free water station fill your water bottle here! (24"x18")	1				
Partial park closure – Until 5pm (24"x18")	12				
Greywater Disposal (24"x18")	2				
Other signs					
A-Frames	15				

Keys	Quantity Available	Quantity Requested	Quantity Checked Out To Lessee	Quantity Checked In From Lessee	Description/Location of Damage
Green Room	1				
Piano Room	1				
Stage curtain left	1				
Stage curtain right	1				
Green Room LCD	1				
ADA lift	1				
Stage Power	1				
DMX (original only)	1				
AV on stage	1				

*All tents come with four (4) tent stakes and should be supported by weights as well

** Cables along with Sound board and microphone