



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

| <u>Resource Recovery</u> | <u>Quantity Available</u> | <u>Quantity Requested</u> | <u>Quantity Checked Out To Lessee</u> | <u>Quantity Checked In From Lessee</u> | <u>Description/Location of Damage</u> |
|---------------------------------|---------------------------|---------------------------|---------------------------------------|--|---------------------------------------|
| Zero Hero Tents* | 10 | | | | |
| Nifty Nabber Cans | 40 | | | | |
| RRR flag banners | 9 | | | | |
| Weighted stand for flag banners | 2 | | | | |
| Wire recycle center | 4 | | | | |

| <u>Water Monster</u> | <u>Quantity Available</u> | <u>Quantity Requested</u> | <u>Quantity Checked Out To Lessee</u> | <u>Quantity Checked In From Lessee</u> | <u>Description/Location of Damage</u> |
|-----------------------------------|---------------------------|---------------------------|---------------------------------------|--|---|
| Water Monster tank & stand system | 2 | | | | One tank per 4,000 attendees (includes: filter kit with water filling hose, touch free and push spouts) |
| WM teardrop banners | 2 | | | | |

| <u>Chairs/Tables & Coolers</u> | <u>Quantity Available</u> | <u>Quantity Requested</u> | <u>Quantity Checked Out To Lessee</u> | <u>Quantity Checked In From Lessee</u> | <u>Description/Location of Damage</u> |
|--|---------------------------------|---------------------------|---------------------------------------|--|---------------------------------------|
| Adirondack Chairs | 40 | | | | |
| Birchwood Folding Banquet Table – 8ft. (30" x 96") | 6 Birchwood 1 Old 5 Metal | | | | |
| Birchwood Folding Banquet Table – 6ft. (30" x 72") | 5 | | | | |
| Cocktail Tables (30" round; 42" pole) | 10 | | | | |
| Orange Water Coolers | 5 | | | | |
| White resin folding chairs | 104 | | | | |
| Birchwood Round Tables (72") | 10 | | | | |

| <u>Electrical</u> | <u>Quantity Available</u> | <u>Quantity Requested</u> | <u>Quantity Checked Out To Lessee</u> | <u>Quantity Checked In From Lessee</u> | <u>Description/Location of Damage</u> |
|--|---------------------------|---------------------------|---------------------------------------|--|---------------------------------------|
| Turtle Boxes – 6/ 110 outlets each – 50 Amp | 12 | | | | |
| Tuff Box Feed Thru 400 Amps 120/208V - 4 x 50A California style (125/250v) | 2 | | | | |
| 50 ft. cords (50 amps) | 25 | | | | |
| 50 ft. cords (400 amp) | 3 (150ft) | | | | |
| 100 ft. cords (50 amps) | 14 | | | | |
| 100 ft. cord (200 amp) | | | | | |
| Tails (400 amp) | | | | | |
| Cable ramps – 3 ft. | 42 | | | | |

| <u>Fencing</u> | <u>Quantity Available</u> | <u>Quantity Requested</u> | <u>Quantity Checked Out To Lessee</u> | <u>Quantity Checked In From Lessee</u> | <u>Description/Location of Damage</u> |
|---------------------------------|---------------------------|---------------------------|---------------------------------------|--|---------------------------------------|
| Stadium Barricade (8ft/section) | 200 sections | | | | |
| Blue Scrim (ft) | 2,000 | | | | |
| Dark green Scrim (ft) | 300 | | | | |

| <u>Tents</u> | <u>Quantity Available</u> | <u>Quantity Requested</u> | <u>Quantity Checked Out To Lessee</u> | <u>Quantity Checked In From Lessee</u> | <u>Description/Location of Damage</u> |
|--------------------------|---------------------------|---------------------------|---------------------------------------|--|---------------------------------------|
| White Tents* 10 x 10 | 4 | | | | |
| Avon Logo Tents* 10 x 10 | 13 | | | | |
| Tent Weights | 39 | | | | |

| <u>Signage</u> | <u>Quantity Available</u> | <u>Quantity Requested</u> | <u>Quantity Checked Out To Lessee</u> | <u>Quantity Checked In From Lessee</u> | <u>Description/Location of Damage</u> |
|------------------------------|---------------------------|---------------------------|---------------------------------------|--|---------------------------------------|
| VIP Parking (24"X18") | 1 | | | | |
| Vendor Parking (24"X18") | 4 | | | | |
| Event Parking (24"X18") | 6 | | | | |
| No Event Parking (24"X18") | 6 | | | | |
| Westin Guests only (24"X18") | 1 | | | | |
| Lost Children (24"X18") | 2 | | | | |
| Permit Parking (24"X18") | 5 | | | | |
| Bike Parking (24"x18") | 6 | | | | |

| | | | | | |
|--|----|--|--|--|--|
| Entrance (arrow) (24"X18") | 3 | | | | |
| Lot Closed (24"X18") | 4 | | | | |
| No Smoking (24"X18") | 9 | | | | |
| Recreational Path Closed (24"X18") | 6 | | | | |
| No Alcohol Beyond This Point (24"X18") | 11 | | | | |
| No Event Parking at Library (24"X18") | 5 | | | | |
| No Outside Alcohol (24"X18") | 16 | | | | |
| Taxi Pick up & Drop off (24"X18") | 6 | | | | |
| Rec. Center Patron Parking Only (24"X18") | 1 | | | | |
| Please Prepare for Back Packs & Coolers to be searched (24"X18") | 18 | | | | |
| No Outside Alcohol, No Smoking, No Pets (24"X 36") | 18 | | | | |
| Prohibited Items: Alcohol, fireworks, etc. (24"x36") | 5 | | | | |
| Free water station fill your water bottle here! (24"x18") | 1 | | | | |
| Partial park closure – Until 5pm (24"x18") | 6 | | | | |
| A-Frames | 25 | | | | |

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