

## **COLINGTON HARBOUR YACHT & RACQUET CLUB, INC. SOCIAL HOUR HOST PROCEDURES**

### **SET-UP**

1. Pick up Social Hour keys at the Colington Harbour Association (CHA) Office before 5PM on Friday.
2. Prior to arrival at the Club house at approx 5:45PM have guard at the gate turn off the Clubhouse security alarm before entering. **Call 441-5430.**
3. Fill small cooler with ice and put it near the bar. Ice is in the ice maker near the dishwashers
4. Supply glasses (large, small, on-the-rocks, and wine) from the cabinets in the kitchen (these may already be set up on the bar).
5. Set up mixers from under the bar. Provide a pitcher of water from the kitchen. Pitchers are in the kitchen cabinet.
6. Provide plates, napkins and stirrers from under the bar. Spoons and forks are found under the bar. If the basket is empty there are more in the kitchen locked cabinet.
7. Place donation basket on the bar or coffee table.

### **CLOSING**

1. Collect money from the donation basket. Envelopes for the money are found under the bar. Mark envelope "Social Hour" and note the date and amount collected and drop the envelope into the Club drop box in the rear hallway left closet door.
2. Be sure all liquor has been removed from under the bar and from the shelf above the bar.
3. Empty ice from the chest in the kitchen sink and lock the kitchen door.
4. Be sure to leave the ceiling fan on.
5. Be sure thermostat is set on 75 degrees in the summer and 65 degrees in the winter.
6. Make sure all exterior doors are shut, locked and bolted.
7. Turn out the interior lights.
8. Lock the lounge door.
9. Make sure that the outside lights are on and lock the front door top lock only.
10. Notify the guard at the gate that the Social Hour is over so the alarm in the Clubhouse can be turned on. **Call 441-5430.**
11. Return the keys to the front gate security after the social hour or to the CHA office staff on Monday.