



## **STAFFING REQUIREMENTS & DUTIES FOR EVENTS OVER 50 GUESTS**

### **FIRE WATCH**

- \*\*\*Coordinate with the Day of Coordinator on site for full duration of event and all work to insure the fire safety precautions/protocols are being followed;
- Check all exits that they are visibly marked with all egress clear of any impediments;
- Confirm that all doors which need be locked open are locked in this position;
- Confirm that all doors which must remained locked during the event are locked and marked with a sign saying no admittance;
- Assist the Day of Coordinator to make sure that both Fire Lanes remain clear of vehicles to allow easy access of any emergency vehicle(s);
- Be in regular communication with Day of Coordinator via walkie talkies provided by Stepping Stones;
- Take charge in the event of a fire and gather the guests who come out of the exits on the SE side of the barn through the main doors by the Fire Circle to the edge of the lawn. Use the bull horn provided to direct guests. Communicate with the fire fighters as to the nature of the emergency;
- With the Day of Coordinator at the conclusion of the event, check that all guests and vendors have vacated the premises;
- With the Day of Coordinator, check that all cars have left the two main event parking areas on the East of the barn;
- Close up barn and depart together with Day of Coordinator.

### **DAY OF COORDINATOR**

- \*\*\*Coordinate with the Fire Watch personnel on site for full duration of event and all work to insure the fire safety precautions/protocols are being followed;
- Upon arrival, complete check list of all safety precautions and sign;
- Place the parking signs two hours before the start of the event to insure ease of parking and to keep both Fire Lanes open in the event of an emergency;



- Ask any guests who are already at the farm to move their cars to appropriate places as identified in Stepping Stones Parking Plan during an event;
- Be in regular communication with Fire Watch and Parking Attendant via walkie talkies provided by Stepping Stones;
- Stand at main entrance of farm to assist guests with limited mobility to park in the larger parking lot to the left of the Homestead and to direct guests who need handicapped parking to designated, marked areas;
- Work with parking attendant during first hour of event to ease traffic flow and direct guests to appropriate parking locations;
- Be in charge of the enforcement of the Noise Ordinance during event to include sound monitoring with a sound meter and 10:30pm cut off of all music;
- Regularly walk the perimeter of the barn to prevent guests from congregating outside of the building or smoking in areas other than the one designated area in front of the barn;
- Enforcing that only registered guests stay on-site after each event;
- Confirm at 10:30PM that the bar closes and the event ends promptly at 11:00pm;
- Take charge in the event of a fire and gather the guests who come out of the exits on the NE side of the barn through the two fire exits into the white fenced ring directly across from the exits. Use the bull horn to direct guests;
- With the Fire Watch, check that all guests and vendors have vacated the premises;
- With Fire Watch, check that all cars have left the two main event parking areas on the East of the barn;
- Close up barn and depart together with Fire Watch.

### **PARKING ATTENDENT**

- Become fully briefed as to the flow of traffic and the order of parking areas prior to event;
- Arrive one half hour prior to the start of the event;
- Direct all drivers to back their vehicles into the parking spot to ease the departure at the end of the event;
- Be in regular communication with Day of Coordinator via walkie talkies provided by Stepping Stones;
- Assist the Day of Coordinator and Fire Watch to insure that the Fire Lanes remain open.

### **BARTENDING SERVICE**

- A "Pour & Serve" Bartending Service is required for any Stepping Stones event with over 50 guests. This service will have their liability insurance Certificate of Insurance on file with Stepping Stones. This service will also have all applicable training and certification to serve alcohol;
- Guests will purchase the wine and beer the day before the event. They will also agree with the bartender to only serve two kinds of beverages which contain hard liquor;
- The bartender(s) will be responsible to serve all liquor and to cut off anyone who, in their opinion, has had enough to drink;



- The bartender(s) will be responsible to monitor the time for Last Call which will be at 10PM;
- The bartender(s) will close the bar promptly at 10:30.

### **SUPPLIERS OF MUSIC\***

\*May be a paid DJ, Bank or Playlist

- Regardless of the kind of music played at any event, the responsible party will sign a contract ahead of the date outlining the Temple Noise Ordinance. They will monitor the amplified music only to be played in the Barn to insure it is at or below the required limits;
- The musicians or DJ will use the four speakers provided by Stepping Stones which are mounted over the dance floor and point in a downward position;
- The musicians or DJ will end all music promptly at 10:30.

