

# Town of Kure Beach Ocean Front Park Checklist

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## AFTER EVENT CHECKLIST

**Kure Beach Ocean Front Park, 105 Atlantic Avenue Kure Beach, NC 28449**

Event Date and Times \_\_\_\_\_

Lessee/Name of Person or Organization \_\_\_\_\_

**INSTRUCTIONS:** This form is to be completed by the Lessee and Town Representative before Lessee vacates premises. Check off each item and **SIGN WHERE INDICATED**. Please be thorough with final assessment; Lessee is liable for inconsistencies between before and after event checklist. This completed form belongs to the Town of Kure Beach. Cleaning supplies such as mops, broom, plastic bags and cleaning liquids are located in the storage room under the pavilion.

1. Pavilion floor is clean of debris, spills, and stains.
2. Equipment provided/rented by Lessee is removed from Ocean Front Park.
3. Equipment provided by Town is clean, in good condition, and stored properly.
4. All trash and debris has been removed from facility and discarded properly.
5. Pavilion restrooms are clean and function properly.
6. No evidence of tape, adhesives, tacks, or fasteners that marred any wall surface.
7. Electrical outlets are in proper working order.
8. No evidence of abuse to facility inside or outside.
9. Pavilion restrooms and storage room doors in locked position

Comments: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
*Signature of Lessee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Town Representative*

\_\_\_\_\_  
*Date*

Town Representative recommends return of Security Deposit:

YES

NO