

Vergas Event Center Arrival Checklist

(Important info for your event day)

Access & Security

- ☐ Confirm you have the door security code (provided before your rental time).

Your Code: _____

- ☐ Unlock doors when you arrive and lock them when you leave.

Wi-Fi

- ☐ Wireless Internet Password: Verga\$2021

Event Center Layout

- ☐ Tables & Chairs: Chairs are along the back wall of the main room; racks and tables are near the stage wall by the bar.
- ☐ The meeting room has 5 tables on wheels and 16 chairs, you may bring these out of the room, but they must be returned back into the room at the end of the event.
- ☐ Kitchen: Includes coffee makers, pots, and basic equipment. **YOU MUST BRING YOUR OWN FOLGERS BRAND COFFEE. (Failure: \$50 deduction)** Clean rags are located in the maintenance room.
- ☐ Dumpster: Outside near the back of the building for garbage disposal. Liners for garbage's are in the kitchen.
- ☐ Use only damage-free command strips for hanging decorations, **DO NOT USE tape, tacks or masking tape on walls or posts.**
- ☐ If using candles, place candles in enclosed holders, you must bring your own holders. (Wax on tables/floor: \$25 deduction)

Digital Sign

- ☐ If you requested a message on the outdoor sign, confirm it is displayed.

Bar & Entertainment

- ☐ DJ/Music Group: Ensure they know all equipment must be removed after the event.
- ☐ Sound equipment and projector accessories are located on the right-hand side of the stage.

Date of Event: _____

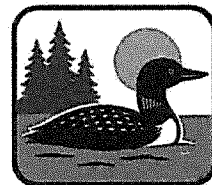
Responsible Party:

Phone Number:

Signature:

Any concerns on arrival (please call right away):

Report and damage to the property or building that occurred here:



VERGAS
EVENT CENTER

Vergas Event Center Contact: Rachel Nustad 218-850-0594 call or text
Email: eventcenter@cityofvergas.com



Vergas Event Center Departure Checklist

(Important info for your event day)

Complete all tasks to receive your deposit back:

- ☐ Wipe off all tables. (Failure: \$25 deduction)
- ☐ If applicable, place all 5 meeting room tables and 16 chairs back into the meeting room.
- ☐ Place tables in racks and move racks to the stage wall near the bar. (Failure: \$50 deduction)
- ☐ Stack chairs in groups of eight (8) and place them by the outside wall. (Failure: \$50 deduction)
- ☐ Remove all decorations at the end of your event. Including the damage-free command strips.
- ☐ Clean kitchen thoroughly.
- ☐ All dirty rags go in the laundry bag that's located in the maintenance room.
- ☐ Rinse all coffee makers and pots.
- ☐ Take out all garbage's and replace liners. Liners are in the kitchen and the dumpster is located right outside the door of the back parking lot. (Failure: \$25 deduction)
- ☐ Ensure DJ/Music Group removes all equipment when rental ends.
- ☐ Lock and unlock doors during rental period (security code provided).

Once we have received this checklist back, we will process your deposit check. Thank you!

Please return this checklist to the City Office 131 E Main St, Vergas, MN 56587 Monday-Thursday 10am-4pm or the Vergas Liquor Store 111 W Main St, Vergas, MN 56587. Mail to: PO Box 32, Vergas, MN 56587. You may also email it to eventcenter@cityofvergas.com.

Make deposit refund check payable to:

Mailing Address:

**Vergas Event Center Contact: Rachel Nustad 218-850-0594 call or text
Email: eventcenter@cityofvergas.com**