



Date of Event: _____

Responsible Party:

Phone Number:

Signature:

Vergas Event Center Renter Checklist

Complete all tasks to receive your deposit back:

- ☐ Wipe off all tables.
- ☐ 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)
- ☐ Use only damage-free command strips for hanging decorations.
- ☐ Do NOT use tape, tacks, or masking tape on walls or posts.
- ☐ Remove all decorations at the end of your event.
- ☐ Clean kitchen thoroughly.
- ☐ Rinse all coffee makers and pots.
- ☐ Use only Folgers coffee in coffee makers. (Failure: \$50 deduction)
- ☐ Place candles in enclosed holders. (Wax on tables/floor: \$25 deduction)
- ☐ 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
- ☐ Ensure DJ/Music Group removes all equipment when rental ends.
- ☐ Lock and unlock doors during rental period (security code provided).
- ☐ If using Wi-Fi, password is Verga\$2021.
- ☐ If requesting sign message, provide info in advance (letters go up 15 days before event and are removed after rental ends).

Contact: Rachel Nustad 218-850-0594 eventcenter@cityofvergas.com

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

Make check payable to: _____

Mailing Address: _____

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).

☐ 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.

☐ Kitchen: Includes coffee makers, pots, and basic equipment. **YOU MUST BRING YOUR OWN FOLGERS BRAND COFFEE.**

☐ Dumpster: Outside near the back of the building for garbage disposal.

Digital Sign

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

Bar & Entertainment

☐ If serving alcohol, confirm security is present.

☐ 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.

Emergency & Contact

☐ For assistance, call/text Rachel at 218-850-0594.

Any concerns on arrival:

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