

## Information for Your Event at Post 40

**Post 40 provides the hall, electricity, rest rooms and ice only. All supplies must be brought in by you or your helpers. Below is a list of things you might consider bringing to ensure that you have everything you need.**

### TO ENTER THE HALL:

Enter through the Lounge, tell bartender you are here to set up for your party. You will be directed up the stairs to the hall. If everyone leaves, lock both front doors and exit either through the lounge or through the fire door near the hall bar, making sure that it closes and locks when you leave.

### MOVING TABLES:

If you need tables and chairs moved, you need to do that. Do not block the aisle leading to the back fire exit door.

### FOR DECORATING & YOUR PARTY: You will need to bring

- |  |  |
|--|--|
| <input type="checkbox"/> Table cloths (we have twenty 60-inch rounds & five 96-inch long rectangular tables) | <input type="checkbox"/> Lighter or matches if you are using candles * |
| <input type="checkbox"/> Tape or tacks ( <u>no</u> staples or staple guns, please)                           | <input type="checkbox"/> Guest sign-in book                            |
| <input type="checkbox"/> Straight pins if using table skirts   | <input type="checkbox"/> Paper or cardstock to write one, if needed    |
| <input type="checkbox"/> Scissors  | <input type="checkbox"/> Camera(s)                                     |
| <input type="checkbox"/> Decorations/centerpieces...   | <input type="checkbox"/> Pen(s) or Pencil(s)                           |
|  | <input type="checkbox"/> Extension cords                               |

### NOTES:

- \* CANDLES must be placed inside glass holders or globes so that will not set fire to items surrounding them (flowers, ribbons...)
- Table skirts with adhesive tops may not be put around the table edge. They must be attached by pins or tape to a table cloth placed over the table first.
- Please try to use nails or tacks that are already in the walls when possible.
- Please **DO NOT stand on chairs or tables**. There are a step stool and an 8-foot ladder available for your use at your own risk.

### FOR SERVING BEVERAGES:

Cups: If you are bringing your own sodas, please bring cups. If you paid for fountain soda, the bartender will provide cups. Cups are provided by Post 40 if beer or cash bar is part of your contract.

### NOTES:

- We have an ice machine and a cooler for use during your event. You do not need to bring ice.

### FOR HEATING FOOD:

- |  |   |
|--|---|
| <input type="checkbox"/> Crockpots                             | <input type="checkbox"/> Oven mitts                               |
| <input type="checkbox"/> Sterno-rack packs & lighter/matches** | <input type="checkbox"/> Spoon rests (or use a small paper plate) |
| <input type="checkbox"/> Aluminum pans for racks               |   |

### NOTES:

- \*\* When using the sterno racks, be sure you have the correct size sterno-cans. Too large a sterno-can will cause aluminum pans to catch on fire.

### **FOR SERVING FOOD:**

- \_\_\_ Plates (for dinner and dessert)
- \_\_\_ Napkins
- \_\_\_ Forks, knives, spoons
- \_\_\_ Serving spoons (include slotted spoons)
- \_\_\_ Tongs for each tray of food (cheeses, lunch meats, veggies, etc.)
- \_\_\_ Knife for cutting rolls
- \_\_\_ Knife to cut cake AND a cake server
- \_\_\_ Bowls for chips, dips, salads, etc.
- \_\_\_ Serving platters (for rolls, lunch meat, hors d'oeuvres, veggies)
- \_\_\_ Roll of paper towels to clean up spills or wipe hands
- \_\_\_ Containers or foil to take home leftovers
- \_\_\_ Bags for taking home leftovers
- \_\_\_ Trash bags to take home dirty pans, utensils, etc. & boxes to carry your items home \*\*\*

### **NOTES:**

- We have a full length refrigerator for your use.
- We do not provide take-home boxes, wrapping material or trash bags for carrying home your items.
- \*\*\* The sink over the bar is for filling pitchers with water and cleaning bar equipment. It is not for washing dishes or dumping grease or excess liquids from pots/pans.

**FOR CLEANUP:** You have one hour to remove all items and depart.

#### **YOU ARE RESPONSIBLE FOR:**

- ask your guests to put dirty plates in the trash cans
- ask guests NOT to put liquids in the trash cans \*\*\*\*
- clean any spills in the refrigerator, if made by your food.
- wipe off countertop
- empty ice cooler into bar sink and place cooler below ice maker (if you used it)
- remove all food from the hall
- remove table decorations, table cloths and any decorations that you put up
- pick up any trash that was tossed on the floor by guests
- remove anything else that you brought

### **NOTES:**

- \*\*\*\* The bartender has a bucket into which drinks can be poured before putting dirty cups into the trash can. Remove fruit and straws before pouring liquids into the bucket. The bucket can be given to the bartender and she will empty it into the bar sink. If two bartenders are working your event, one will do that for you.
- Please leave the trash bags in the trash cans.

**POST 40 IS RESPONSIBLE FOR:** You paid a custodial fee. The custodian will:

- empty all trash cans
- sweep and wash the floors
- restock bathrooms with soap and toilet paper
- clean bathrooms
- return tables and chairs to original setup
- clean steam table, if you rented it

### **TO EXIT THE HALL:**

If your event had a bartender, she will lock up. Otherwise, please be certain that the lights are off, including the bathrooms, and be sure that all doors are locked, including the side glass doors. Last person out should exit through the stairs to the Lounge area to let the Lounge bartender know that everyone is gone.