



Cedar Pavilion Checkout Guide

As your event draws to a close, here are some helpful pointers on what to do:

- Leave all chairs, tables and tablecloths in place - we've got it!
- Trash - take out to the dumpster just northeast of the building, near the door at the end of the bathroom hall
- Floors - mop up any large spills with towels from the drawers in the prep kitchen, no other sweeping or mopping needed!
- Lights - for the bar area, turn off regular wall switches. For main overhead lights, go to the panel at the end of the bar and hit the "All Off" button. For string lights, unplug
- If you served from the bar, please clean countertops with the cleaners located under the hand sink
- Thermostats - turn to Off
- Overnight lodging - please check out exactly as you would from a hotel room. Checkout time is noon
- Venue loadout - checkout time from the venue is 3:00 PM. If you have items you don't want to pack out and/or don't want to mess with trash, text Drew about the Just Walk Away option for \$1/guest

Thank you for celebrating with us!