



Event Day Information

1839 South Main Street, Suite 400 Wake Forest, NC 27587 919.453.1839 fax 919.453.1840 www.eatshopplay.com

Please remember the following when setting up your event and cleaning up your event.

Catering –

Any leftover water, ice, drinks must be disposed of **outside** on the grass or in the dumpsters – **DO NOT USE THE RESTROOMS**. Leftover food must be removed and placed in the dumpster or taken home. Bags of ice are available for purchase at the BP station or Wal-Mart on Main Street and the Harris Teeter on Rogers Road. The closest grocery store to the facility is Harris Teeter on Rogers Road or the Super Wal-Mart on Main Street. If you need water you may use the sinks in the restrooms adjacent to the Mill Room as well as the water spigots located under each restroom sink area. Absolutely no cooking (hot plates /mini ovens /grills/ propane burners) within the Mill Room or prep area.

Trash / Clean up –

It is the renter/caterers responsibility to remove all trash from the room during the event if the receptacles are full. **Always use the rolling trash containers – DO NOT DRAG BAGS ON THE FLOOR!** Trash is to be taken out to the dumpster in the rolling container via the elevator and down the sidewalk at the south entrance. Extra trash bags are located in the audio visual room within the mill room. **In addition, after the event has concluded it is also the renter's responsibility to break down the tables, stack the chairs, remove the trash, then vacuum the room .** The vacuum is located in the Mill Room. Please empty the dirt cup after use. **Only if you have contracted with our cleaning service in advance (for an additional fee) will this post event obligation be taken care of for you.**

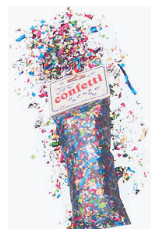
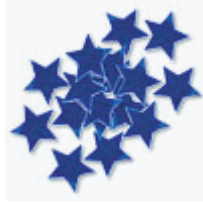
Audio / Video-

If you are planning on using any of the audio and video equipment please come early to test the system and make sure everything you are planning can be executed. If you are planning on doing a presentation burning it to a dvd is the preferred method. If you are using a laptop it is advisable that it has external vga video capabilities and that you know how to send the video signal from your laptop to an external source. To get the system setup for your event please see a member of our security team. Please do not re-wire or adjust our system in any way. Please remind your DJ's or hired entertainment that we do not allow fog or smoke machines as they will set off the fire alarm.

Decoration –

Please do not tape anything to the walls or railings as it will damage the paint. If you need to affix anything please use painter's tape or putty that is removable or fishing line if you want to attach anything to the ceiling, drapes or drapery rods. If you choose to have candles they must be housed within a container that extends well above the flame top. No open flame candles or candelabras. LED lights are an excellent option.

No confetti or glitter please. While it looks great - It is extremely difficult to remove from the tables / chairs and carpet and typically ends up everywhere in the room and hallways of the facility.



- Examples

**We hope you have an enjoyable event – call us if you need anything!
919-868-2531**