

Johnson Hall Rental Inventory and Instructions

updated 7-22-17

Building Inventory:

- Building size is 150 ft. x 60 ft. around the outside. Bathrooms and kitchen area take up about 40 feet on the inside.
- 6 high top bar tables
- 60 rectangle tables (8 feet long); 11 rectangle tables (6 feet long)
- 4 round plastic tables; 5 older round wooden tables-tables are 60 inches wide
- 32 heavy plastic folding chairs; 450 metal folding chairs
- 2 wooden high chairs; 2 wooden booster chairs
- Stage has four sections. Each section is 4 ft. x 8 ft.; total stage area is 16x8 feet. Stage has steps and skirting included.
- Catering kitchen includes refrigerator, freezer, oven, warmer, counter space
- 5 coffee pots-50 cups each
- 2 ladders, paper towels, toilet paper

1. Before the event / Set-up and Decorating:

- Heidi will coordinate with you in opening/having access to Johnson Hall
- Must use magnets to hang things from the ceiling; blue or tan painters tape on walls
- Tables cannot block any of the Exit Doors.
- Candles must be in cylinders or bowl of water

2. During the event:

- There is additional toilet paper and towels in the back room of the office if you need it
- There is a mop and pail in the furnace room behind the kitchen
- Pay the Security Office directly. The Sheriff's Department phone number is 931-1570.

3. At the end of the event:

- Last call for bar is 11:30 p.m.
- DJ must end at 12:00 midnight
- Hall must be empty by 12:30a.m.

4. Clean up at end of night:

- All garbage must be taken out and put in dumpsters along north end of building
- Replace garbage bags and sweep floor
- Pick up garbage in parking lot and around the hall outside
- All doors, including office door, must be locked; turn off lights especially bathroom lights
- Remove all valuables from premise. The Nicollet County Agricultural Society is not responsible for lost, stolen or damaged items.
- Unplug the refrigerator and have the doors jarred open a little.

5. Clean up at end of event (same night or next day if additional rental agreement has been arranged):

- Hang all chairs on racks and roll back into storage closet (wipe down if seat is dirty)
- Wash off all tables and fold and stack them back onto the racks (**brown tables together on one rack, white tables together on a different rack, with legs up on all tables**). Roll them back into the closet.
- Be sure all magnets, lights, extension cords, tape, etc. are removed
- If you have a key, lock all exterior doors, leave the key in basket above the desk in the office, and lock the office door when you leave.

Thank You for your interest in Johnson Hall.
If you have any problems or concerns during your event,
please contact Heidi Wenner at 507-676-3622