

CHECKLIST FOR NEW RENTAL

2025

VERA CRUZ STATION, LLC

- ☐ Review of website for room, day and cost.
 - www.veracruzstation.com
- ☐ Email Us for Date availability!
 - rental@veracruzstation.com
- ☐ PAY your deposit online
 - “SECURE YOUR DATE – Security Deposit.”
 - Click Here: [Pay Your Deposit](#)
- ☐ DocuSign of documents will be emailed for your signature.
 - Lease Agreement
 - Policy and Procedures
 - Waiver Policy for Alcoholic Beverages
- ☐ Copy of Driver Licenses ID from lessee signing contract form (email to office)
- ☐ You’ll receive an email from VCS for the receipt of deposit and agreement signing..... Your Date is SECURE Email.
- ☐ You’ll receive a sperate email for a google calendar INVITE date as a final confirmation.
- ☐ 30 days prior to your event dates you’ll receive a email for final payment confirmation, balance due 2 weeks prior to your event.
 - Payment can be paid online or VCS can send a PayLINK to email or text for processing.
 - PayLINK: [Pay Your Balance Due](#)
- ☐ Upon final payment & documents, a day before your event a door code for entry that will be allow you access the date and time of your event.
- ☐ Closer to your date of event; an entry code will be sent, table and chair set up request for your event and a clean-up checklist will be emailed.



Scan me!