

End of Event Checklist

Please make sure the following are completed at the end of your rental period.
This will ensure you will receive your full deposit.

<input type="checkbox"/> Floors	Make sure any spills are immediately spot cleaned. Cleaning supplies can be found in the storage closet and under the sink. Floors should be Swept with the dust mop found in Storage closet
<input type="checkbox"/> Food	Make sure all food is removed. Check the warming oven, refrigerator, counter tops, tables. Clean the trays in the warming if any spills.
<input type="checkbox"/> Empty Refrigerator	Should be left empty, check drawers and freezer. Make sure you take all BAGS of ice. Clean the shelves in the refrigerator if any spills.
<input type="checkbox"/> Countertop and sink	Wipe the countertop of all residues. The sink should be left clean and empty. Please no food in sink, we DO NOT HAVE FOOD DISPOSAL. Cleaning supplies under sink.
<input type="checkbox"/> Tables and Chairs	Please return all tables and Chairs to the correct place. Do Not stack more than 6 chairs per stack. Should be a total of 15 stacks of chairs. Table Cart and Chair Cart available for easy transport.
<input type="checkbox"/> Trash Bins	Make sure all trash bins are emptied. Bathroom, Main room, and kitchen. All should be taken to Dumpster outside the back door. Please break down any larger boxes and pop all balloons prior to taking to the dumpster
<input type="checkbox"/> Outside	Please make sure any bottles or trash is picked up
<input type="checkbox"/> Cigarettes Bucket	Please make sure cigarette bucket in the front porch is emptied.

DO NOT DO THE FOLLOWING

Any violation of the below items will cause loss of security deposit.

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- NO Confetti, Glitter of any kind.**
 - Do not tape, glue dot, tack, teacher putty or stick or hang decoration on the walls**
 - Do not hang anything from drop ceiling**
 - Do not congregate outside, Do not let kids run onto Golf Course or in between homes.**
 - NO SMOKING IN THE BUILDING**
 - Do not let your guest sit, stand, or lean against the Handicap railing.**
 - NO cooking should be done in kitchen or outdoors**
 - Do not sublet building**
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