



## **Post- Rental Clean-Up Checklist/Deposit Return**

### **INDOORS**

- Clear tables off and place trash in provided receptacles
  - If liquids need to be discarded, please ask staff for assistance
- Clean up any trash/decorations and place in provided receptacles
- Tables/chairs arranged in a neat and orderly fashion, similar to pre-event configuration
- Pick-up all items from the floor, including paper and trash
- Make sure staff is aware of any large spills
- Sweep, mop or vacuum any area used as needed
- Return catering kitchen to pre-event condition
  - i.e., wipe down all surfaces, remove trash, sweep/mop, etc.

### **OUTDOORS**

- Clean up any trash/decorations and place in provided receptacles
- Place chairs/tables back into original configuration

### **PLEASE NOTE:**

If the listed responsibilities are not completed or if excessive cleaning is required, a portion—or the entirety—of your deposit may be withheld.

### **ADDITIONALLY:**

Staff reserves the right to end any event early due to disruptive or unruly guest behavior, including—but not limited to—situations where law enforcement is called to restore order or emergency services respond to incidents such as a pulled fire alarm.

In such cases, any unused rental time will not be credited and your deposit will not be refunded if the event is terminated.