



CLEAN UP CHECKLIST

To ensure you receive a refund of your cleaning deposit the following must be complete but are not limited to the following;

BALLROOM

- Pick up items from the floor that a vacuum cleaner cannot pick up
- All borrowed equipment is returned
- Tables and chairs are clean and undamaged
- Food/drink spills on carpet are cleaned
- Use of tape, staples, tacks, etc. is not allowed
- Balloons tied to chairs and fixtures is not allowed
- All decorations must be free standing
- No confetti or poppers are allowed

KITCHEN

- **No cooking or flame of any kind**
- Sinks/counters are cleaned
- Floor swept and mopped
- All carts or borrowed equipment are cleaned and returned
- Warming and convection ovens are cleaned
- Refrigerators are cleaned and all items are removed

MISCELLANEOUS

- Restrooms are not significantly dirty
- Outdoor Wedding Oval, Motor Court, and back patio cleaned of trash and food grease/oil spills
- Walls, floors, equipment not damaged
- Clean up is completed by the hour agreed upon
- Guests have vacated the building by the end of clean up hour
- Stage floor is swept and all spills are mopped
- Food/oil stains on the motor court/patio are cleaned

If you have any questions, feel free to ask a staff member. Thank you.

**** PLEASE BE SURE TO CHECK OUT WITH THE FACILITY COORDINATOR BEFORE YOU LEAVE**

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