



Check out checklist

Kitchen & Dining

- Wipe counters & cabinet doors
- Clean backsplash
- Wipe down appliances
- Ensure all appliance are off.
- Rinse out Sinks - NOTE LEFT IS BROKEN
- Remove all personal items from fridge
- Empty & replace garbage
- Sweep up any major items
- Take trash out to garbage cans behind house.

Main Bathroom

- Please just ensure lights off.

Hallways

- Turn off all lights
- Lock front door
- Lock side door on exit
- Vacuum mats

Flex Room

- Wipe up any spills/messes
- Remove linens from tables and place in pile by trash in kitchen
- Ensure windows closed & locked
- lock sliding glass door
- If rented tables and chairs leave them as is.

Coversation Room

- Remove all trash
- Wipe up any spills/food.
- All furniture must be put back in it's original location.

Grand Dining Room

- Turn off all lights
- Remove all food, dishes & decor
- Wipe down table with a damp towel. DO NOT use any sort of chemical on the table. Damages will be charged for any damage to the table.

Pre-Party Reminders

- The LEFT side of the sink drain is BROKEN - DO NOT RUN WATER IN IT!
- NO warm/hot dishes/sternos should be set onto table. USE THE TRIVETS IN THE DRAWERS. We will be the CC on file for any damage to the custom table.
- Cleaning supplies are in the first closet door on left down hallway. Do not use any chemicals on the dining table.
- When parking guests, please follow the diagram provided.
- NO fire is allowed on premise. This means no candles, sternos, sparklers etc. The only exception to this rule is birthday candles.
- Outdoor fire tables/propane tanks should only be used if you paid for them. Should they be used a charge of \$75/cylinder used will be charged as an incidental.
- The equipment and serving ware on premise is not for your use unless you have added it to your rental. You are responsible for providing your utensils, plates, napkins etc unless we are doing your catering.