## Holbrook Clean Up Procedures EVENT NAME\_\_\_\_\_ DATE \_\_\_\_\_

Pick up any item	is (paper, food, confetti, rose petals
etc) on patio, carpet a	and or dance floor. Advise Holbrook
	ins. Put away ALL tables and chairs,
in closets provided.	•
Mop kitchen (m	op, bucket, & soap provided) Mop
•	kets emptied, then stored properly.
	ering equipment, food, beverages
from refrigerator, sin	· · ·
_	counters, shelves, stove with cleaner.
-	d clean any spills inside oven.
	cycling in appropriate trash
-	arbage away with you.
	page, cigarette butts, etc on ALL patio
areas.	
Check all outside	le areas, bathrooms and brides room
	ware, plate ware etc. Holbrook is not
	ing that is left behind.
_	e or slush buckets on grass area or
flower beds. Use dra	•
If using charcoa	al DO NOT dump it anywhere on the
•	placed in proper receptacles, cooled
	n away (with caterer).
	ng equipment to Holbrook.
Clean up must be	
	olbrook staff on duty. Call staff
	e complete.
	Date
Staff Signature	DateDate
FAILURE TO COMPLETE A	LL TASKS MAY RESULT IN FORTITURE OF
SECURITY DEPOSIT.	
FACILITIES PHONE NU	MBER