

Holbrook Clean Up Procedures

EVENT NAME _____ DATE _____

___ Pick up any items (paper, food, confetti, rose petals etc) on patio, carpet and or dance floor. Advise Holbrook staff of any spills/stains. Put away ALL tables and chairs, in closets provided.

___ Mop kitchen (mop, bucket, & soap provided) Mop must be rinsed & buckets emptied, then stored properly.

___ Remove all catering equipment, food, beverages from refrigerator, sinks, and counters.

___ Wipe down all counters, shelves, stove with cleaner.

___ If oven was used clean any spills inside oven.

___ Put all trash/recycling in appropriate trash containers, or take garbage away with you.

___ Pick up any garbage, cigarette butts, etc on ALL patio areas.

___ Check all outside areas, bathrooms and brides room for equipment, glassware, plate ware etc. Holbrook is not responsible for anything that is left behind.

___ Do not dump ice or slush buckets on grass area or flower beds. Use drain in sink or _____.

___ If using charcoal DO NOT dump it anywhere on the grounds. Coals to be placed in proper receptacles, cooled to the touch and taken away (with caterer).

___ Return any cleaning equipment to Holbrook.

___ Clean up must be complete by ___

___ Check out with Holbrook staff on duty. Call staff member when all tasks are complete. _____

Client Signature _____ Date _____

Staff Signature _____ Date _____

FAILURE TO COMPLETE ALL TASKS MAY RESULT IN FORTITURE OF SECURITY DEPOSIT.

FACILITIES PHONE NUMBER _____