

## EVENT BREAKDOWN AND CLEANING CHECKLIST

At the end of event breakdown these tasks must be complete and checked off by Venue Staff

- Décor brought into the venue must be taken out of the venue.
- Trash must be bagged and thrown into the red trash bins provided by The Garden
- Confetti must be removed from the floor and disposed of properly.
- Balloons must be taken out of event venue.
- Kitchen is in the same condition as it was found, with counters wiped down if they were used.
- Ice must be disposed of in a sink or outside.
- Parking Lot and Patio are clean and devoid of trash from event. Cigarette Butts must be in trash and cleared from the patio and the parking lot.
- Bathrooms left as found.
- Tables are in the same condition they were found.
- Bar is in the same condition it was found.
- Chairs are in the same condition they were found.

Client Name \_\_\_\_\_

Client Signature \_\_\_\_\_

Venue Staff Signature after final walkthrough. \_\_\_\_\_

\*\* Balloons that are left on the ceiling after the event will result in a \$25.00 fee per balloon that has to be removed

\*\* The Event Staff will take out the trash and shut the building down. The client and guests must exit the building before the building is shut down by Event Staff.

\*\* Complimentary cleanup time is provided to the client at no additional charge. To qualify for the complimentary clean-up time rate, breakdown must solely be dedicated to cleaning. If the Event Staff determines that the client is using breakdown time to extend their event time, the client will be charged the normal event time rate until the Event Staff determines that breakdown time has commenced.

\*\* The client may willingly extend their venue rental if they would like to continue to use the space. The extra venue rental time must be paid for onsite with the Square App unless another form of payment is agreed upon. Event venue rental continuance subject to availability.