

## HALL CLEANING CHECKLIST:

(All must be completed for refund of \$175 cleaning deposit)

1. Fold tables and lean them against the front or back wall after sweeping and mopping the floor in that area.
2. Push chairs against the side walls. Split them up: half on each side please.
3. Sweep **AND** mop the hall upstairs, lobby, kitchen and bathroom floor with broom and mop.  
\***Do not leave floors sticky with liquids or food.**
4. Vacuum carpet in hallway, steps and landing at the top of the steps.
5. Wipe food, crumbs, and liquids from tables, chairs, and trashcan lids.
6. Remove all decorations.
7. Wipe down all countertops and food prep area.
8. Take all trash outside to the trashcans (Please **DO NOT** drag bags through hallway causing leakage and stains on carpets). Put trash in the dumpster outside at the back of the property. Put a new trash bag in each trashcan and wipe off any food and liquids from the trashcan lid please.
9. Remove all your food and drink items from the refrigerator and kitchen. Wipe out the refrigerator.
10. Wash and towel dry chafing dishes, stands and serving spoons and lay them on the countertop.
11. Be sure your guests did not leave trash or cigarettes in the parking lot.

**Additional requirements to receive a refund:**

**\*\*All guests/vendors/DJ must vacate 1 hour prior to the end of your rental. You may only have yourself + 5 helpers remain in the building for the last hour for cleaning.**

**NO EXCEPTIONS.**

**\*\*NO ALCOHOL\*\*** Unless you have reserved one of our mobile bartending services. If alcohol is present without our bartending service, you will forfeit your deposit.

**\*\*Keep music at a level that cannot be heard outside. DJ Can only use ONE speaker.**

I understand that Events on 61 will do a thorough walk through to check that everything is cleaned per this list, and that there is no damage. I understand that I will receive my refund within 48 hours of the end of my event. If any of the above requirements are not met, or there is any damage, Events on 61 will deduct for those items and send a refund for the difference with an explanation of the deductions, and pictures if necessary. I understand that if I stay past my rental time, there will be a deduction from my deposit.

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Guest Signature

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Date