

CLUBHOUSE CLEAN-UP CHECKLIST

To have your Damage/Hold Deposit returned, please ensure all the items below are completed **AT THE EVENT END TIME SPECIFIED ON YOUR CONTRACT**, sign the form and leave it with the key on the bar. The Clubhouse Manager will confirm all the items are done and will authorize return of your Damage/Hold Deposit.

Items not completed to the satisfaction of the Clubhouse Manager will result in some or all of your Damage/Hold Deposit not being returned.

1. ALL CHAIRS AND TABLES ARE CLEANED. TABLES RETURNED TO THE STOREROOM IN THEIR ORIGINAL LOCATIONS AND ORIENTATIONS.
2. Chairs CAREFULLY stacked (8 chairs per stack) and returned to their original locations in the storeroom. **Be sure legs align.**
STACK CHAIRS CAREFULLY TO AVOID DAMAGING THE CUSHIONS.
3. All decorations removed along with any mounting items.
(carefully remove sticky dots, tape, stick-on hooks, etc.).
4. All floors swept and spills/stains mopped with CLOROX
(located under the kitchenette sink). Restrooms are checked.
5. All trash (inside and outside) placed in the provided garbage bags and ONLY bags put in the outside trash cans.
Trash cans put at the south curb, spaced 3' apart.
6. Clean garbage bags put in all inside wastebaskets and trash cans.
7. Kitchenette countertops and bar top are cleaned.
8. Electric cooler cleared out and unplugged.
9. Refrigerator and freezer cleared out and clean.
10. Both A/C controls set to 74°.
11. Outside grounds checked for trash.
12. All side doors locked (upper and lower). Window blinds closed.
13. All lights, fans and electronics are turned off.
14. This form signed and left on the bar along with the key.
Push in the doorknob lock button on the front door
and be sure the door is locked when you leave.

CLUBHOUSE MANAGER
CONFIRMATION

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Please list any problems you encountered or issues that we need to address.

Renter's Signature

LEAVE KEY
HERE