

BEFORE YOU LEAVE...

CHAIRS AND TABLES:

- PLACE ALL METAL CHAIRS ON CHAIR RACKS PROVIDED
- BREAKDOWN ALL RECTANGLE TABLES AND STACK NEAR THE ARCHED ENTRANCE TO THE RESTROOMS IN THE GREAT HALL
- RENTAL ITEMS: PLEASE STACK ALL RENTAL ITEMS BY THE SIDE KITCHEN DOOR WITH A CLEAR LABEL OF WHO WILL PICK IT UP AND THE PICKUP DATE/TIME

LAUNDRY:

- PLACE ALL USED CHAIR COVERS IN THE LAUNDRY ROOM
- PLACE ANY LINENS BORROWED FROM THE ORCHARD IN THE LAUNDRY ROOM
- REMOVE SHEETS FROM ALL DIRTY BEDS AND PLACE IN THE LAUNDRY ROOM
- PLACE DIRTY TOWELS IN BATHROOM FLOORS
- PLACE ANY USED KITCHEN RAGS IN THE LAUNDRY ROOM
- RENTAL ITEMS: PLACE ALL RENTAL LINENS IN A CLEAR TRASH BAG NEAR THE KITCHEN DOOR WITH A LABEL OF WHO WILL PICK IT UP AND THE PICKUP DATE/TIME

DECORATIONS:

- REMOVE ALL DECORATIONS PUT UP FOR THE EVENT
- PICK UP ALL FLOWER PETALS, SPARKLERS OR ANY OTHER THROWN ITEMS FROM THE ENTIRE PREMISES (FRONT ENTRY, PARKING LOT, PATIO, ETC)
- RENTAL ITEMS: PLACE ALL RENTAL DECOR NEAR THE SIDE KITCHEN DOOR WITH A LABEL OF WHO WILL PICK IT UP AND THE PICKUP DATE/TIME
- IF ANY FURNITURE WAS MOVED, PLEASE REPLACE IT TO ITS ORIGINAL PLACE

FOOD/LEFTOVERS:

- ALL FOOD SHOULD BE REMOVED FROM THE VENUE
- REMOVE ALL ITEMS FROM THE REFRIGERATOR AND FREEZERS
- IF THE GRILL WAS USED, PLEASE CLEAN IT
- FEEL FREE TO LEAVE BEER AND WINE AS A TIP FOR THE HOSTS!

TRASH/RECYCLING:

- COLLECT ALL TRASH INCLUDING FROM THE UPSTAIRS BEDROOMS
- COLLECT ALL KITCHEN AND BATHROOM TRASH
- PLACE ALL TRASH IN THE BLUE DUMPSTER PAST THE PARKING LOT
- IF RECYCLING WAS COLLECTED, PLEASE TAKE IT WITH YOU AS WE DO NOT HAVE RECYCLING SERVICE AT THE ORCHARD
- CHECK FOR ANY CIGARETTE BUTTS ON SITE AS THERE IS AN ADDITIONAL \$5 CHARGE FOR EACH FOUND AFTER YOUR DEPARTURE
- CHECK FOR ANY TRASH IN THE BACKYARD AND BACK PATIO AREAS

\$500 FEE APPLIES IF CHECKOUT LIST IS NOT COMPLETED