

The Waterfront Rodeo
POST EVENT CLEAN-UP CHECKLIST

1ST OPTION/THE RENTER PREFERS TO CLEAN

PREP AREA

- All surfaces should be cleared, wiped down, and sanitized. This includes wiping spills/grease from the bar and counters
- Floors swept and mopped. Brooms/mops are located in the prep area.
- Remove all food from the refrigerator and prep area and please do not leave leftovers in our refrigerator or on the counters.
- Place all garbage bags into the large Garbage and recycle bins on the back deck. Staff will show the renter where they are located during the pre-event inspection. If your rental has more than 8 bags of trash, you will be billed for \$20 per bag after the 8 allotted bags. This fee will be removed from your deposit or you can take the excess with you. ****NO leaky bags left inside the venue.**

MAIN EVENT SPACE

- Remove all decor, florals, and accessories that you may have brought in
- If you have any rental items that were brought in, prepare them for pickup per your rental companies' instructions.
*** The Waterfront Rodeo needs to be notified as to the day and time the rental pick-up will occur after your event. There may be an extra charge depending on pick-up time.*
- Remove any table linens provided by The Waterfront Rodeo and leave them in the prep area
- Wipe all tables, benches, and chairs with a damp cloth
- Remove all trash and place full bags in the large cans outside. ****NO leaky bags left inside, please.**
- Main event room floors are to be swept and spills mopped/wiped clean
- Wipe off counters/bar buffets with a damp cloth
- Ensure that the sound system and television are turned off

RESTROOMS

- Clear all counter surfaces and wipe down
- Clean any excessive soiling of restrooms by your guests (including on floors and countertops) This includes any bodily fluids left behind.
- The Waterfront Rodeo will remove restroom trash.

PATIO / SIDE PORCH / FRONT AREA

- Any litter left outside should be picked up and put into trash cans.
- Wipe all tables, benches, and chairs with a damp cloth
- Porch floors are to be swept and spills mopped/wiped clean
- Remove any trash left behind in the parking area

NOTE:

Brooms, mops, and cleaning and restroom supplies are located in the prep space. Any excessive extra cleaning required will forfeit your security deposit.

2ND OPTION/ I PREFER TO PAY THE FEE FOR THE CLEANING SERVICE: \$475.00

[] I choose to pay for you to arrange cleaning of the venue after our event. The above requirements are waived except for removing personal items and gathering garbage.