

BANQUET HALL CLEANING CHECKLIST

1. All tables are to be wiped down, folded and put away.
2. All chairs are to be wiped down, folded and put away.
3. Pick up all visible trash off of the floor; sweeping and mopping of the hall will be the responsibility of Brookfield Township.
4. All trash is to be taken to the dumpsters outside, including trash in the restrooms and kitchen.
5. Restrooms are to be checked for anything that is beyond normal use (i.e. toilets clogged due to intentional damage such as full rolls of toilet paper or paper towels thrown in them). Any damage or vandalism that is beyond normal use and not cleaned up will forfeit the cleaning deposit. Full cleaning will be the responsibility of Brookfield Township.
6. Wipe down all surfaces in the kitchen (i.e. stove, counters, sink).

FAILURE TO CLEAN-UP WILL FORFEIT THE CLEANING DEPOSIT.

Cleaning deposit is available for refund 5 business days after the event providing that there were no violations of the clean-up policy.

Deposits not claimed after 30 days will be forfeited.