

Natchez Depot River Room Cleaning Checklist

- _____ Surfaces must be wiped down (tables, kitchen counters, etc.)
- _____ Kitchen should be clean and tidy with no food or drink left behind
- _____ Refrigerator should be wiped clean. No food or drink should be left in the refrigerator
- _____ No trash should be left in the building. All trash should be bagged and placed in the large bins outside of the back door
- _____ No decorations or personal items should be left on the premises
- _____ A walk-around should be completed throughout the parking lot to check for trash and debris

Damage Deposit Expectations for Refund

The Natchez Depot River Room maintains the right to deny the renter the damage deposit refund. The renter should do a walk-through of the property with a Depot staff member and annotate any damages pre-existing arrival. Any damages found after the event not annotated below will be subject for use of deposit. Please annotate preexisting damages below. Those receiving a full refund will receive refund within one week after the event.

Renter Print: _____

Date: _____

Renter Signature: _____

Staff Print: _____

Staff Signature: _____