



Thebarnatfoutslake.com
Thebarnatfouts@gmail.com
Ph: 740-707-4817
Ph: 740-541-2190

Clean-Up / Tear Down Checklist:

Clean up must be complete by noon the day following the event. No exceptions. The Barn at Fouts Lake LLC will *provide cleaning supplies* such as mop, bucket, vacuum, brooms, trash bags, cleaning solutions and rags. The venue will be in a clean condition prior to your event. Please return the space to the same clean condition in which it was found unless payment for cleanup package was purchased prior.

Please use this checklist as your reference

- ☐ **Event Trash on Grounds** - Event trash on the grounds, *including cigarette butts, cans, cups, napkins, flower petals, drink tabs, confetti, food, and sparklers, etc.* must be cleaned up and placed in designated outside dumpster on the side of the building. If disposing of boxes, please break them down prior to placing in dumpster.

Please clean the areas listed below;

- ☐ Sidewalks
 - ☐ Roadways
 - ☐ Lawns
 - ☐ Isle
 - ☐ Parking Area
 - ☐ Behind Barn
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- ☐ **Sweeping Floor** - supplies such as mop/bucket and sweeper will be accessible for clients. Things to consider while cleaning (drink spills, food, cake, glitter, and other debris that may be on the floor).
 - ☐ Kitchen
 - ☐ Main area
 - ☐ Loft
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- ☐ **Wiping Down Surfaces –**
 - ☐ Tables
 - ☐ Chairs
 - ☐ Drink stations, cake spool, mobile bar, and dessert area.
 - ☐ Kitchen Counters
 - ☐ Loft, if applicable
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- ☐ **Set Up / Tear Down of Items** - fixtures, signs, decorations, arrangements, displays, pergola, etc, this includes moving anything inside and outside that was moved by client back to its original placement. If signs were placed, either on or off the premises, they must also be removed.

- ❑ **Emptying Refrigerator and All Drink Containers / Tubs / Coolers** – If items are wet, they can remain on kitchen counter to dry and The Barn will put away. Includes refrigerator in the loft. Galvanized tubs, black cart, beer trough must be emptied and turned over to dry.
- ❑ **Clean Up Package** option available pricing ranges from \$500 – \$700 depending on specifics including guest count.
- ❑ **Removal of all decorations brought by the client**, if client wishes to gift decorations to The Barn, please designate everything in one area.
 - ❑ *If clients purchased decoration package you may be asked to place all items in one location and use decoration list as a check list to account for items to avoid inventory errors.*
 - ❑ *We ask that the client communicates with designated people helping with tear down which items are the clients and The Barn's.*
 - ❑ *All decorations brought into the venue by the client should have been marked.*
- ❑ **If Client Arranges for Outside Vendors** - to provide food, linens, tents, decorations, or any other vendor supplied items. Removal from site *no later than the morning after (before noon) your event unless approved otherwise by staff.* The Barn is not responsible for setting up, tearing down, checking in, checking out, signing for deliveries brought into or removed from the venue by rental companies hired by Clients.
 - ❑ *Make sure all rental equipment is stacked on the designated area set by the staff at The Barn (not on the grass)*
 - ❑ *Breakdown must occur the day after your event. However, other functions at The Barn at Fouts Lake L.L.C. may result in limited time slots being available for set up and breakdown of your event.*
- ❑ **Accidental Damage** - If, during your event, accidental damage does occur, it should be reported immediately to The Barn Staff, so arrangements can be made for quick cleanup and restitution. Damage to any room, space, furnishings, and/or equipment by client, guests and/or vendors will result in appropriate charges based on cost of replacement, repair, additional cleaning, etc. If damage to the facility is discovered by staff, photos of area/item will be taken and submitted to the client.

**Clients may be required to pay a \$500 deposit at the time of set up and will be returned to the clients after cleaning up if the facility cleaning list is completed and left as was when client arrived.*

During clean up if clients have questions or concerns, please contact one of The Barn at Fouts Lake's Staff. Please call and follow up with a text as service is not always the best.

Lindsey Jago-Fouts 740-707-4817

Bruce Fouts JR 740-541-1352

Debbie Gyure 740-541-2190

Bruce Fouts SR 740-541-3953