**Rental Cleanup Checklist!**

* Decorations removed. ***No balloons to be popped.***
* Clean any messes.
* Garbage was picked up off the tables.
* Tables are wiped down.
* Bar counter, if used, is wiped down.
* Booths, if dirty, are wiped down.
* Sweep Room.
* If any spills on floor, mop accordingly.
* If patio was used, make sure it is all picked up.
* Tables back to original placement.
* If any tables or chairs were moved outside, returned to their original location.
* Check to make sure nothing is left behind…jackets, chargers, water bottles, etc…

**Rental Reminders**

* The charge for rental starts when you arrive and ends when the last person leaves.
* If your time might need to be extended, please let us know a soon as you can.
* Venue will need point person for the duration of the event.
* You will be responsible for any spills or messes.
* We do not provide paper towels, plates, cups, napkins.
* Reminder if during boutique business hours to be courteous of noise level.
* Please have those staying the duration of the event park in the rear.
* No children under the age of 16 allowed unattended in the boutique.
* No one allowed behind bar without prior approval.
* No glitter, confetti allowed.
* No popping of ballons, especially any ballons with glitter.
* No playing on the stage.
* Keep doors closed between boutique and event space.
* Please let us know if you need anything adjusted such as music, temperature, lights or ceiling fans. Also, during event if you need microphone, more tables/chairs, garbage to be emptied during the event or towels/soap/toilet paper needs.