

44th CHECKLIST FOR SECURITY DEPOSIT

For your convenience, we have created a checklist for you to follow to ensure your security deposit is refunded. If these policies are broken, and others according to the signed contract, **NO PORTION OF YOUR SECURITY DEPOSIT WILL BE RETURNED.** Security deposit will be returned within **3 business days after full inspection.** Depending on your bank, refund may take up to 14 days for it to reflect in your account.

GENERAL POLICIES

- Venue should be returned the same way it was given. No Damages.
- You are responsible for your Guest and Vendors.
- Please ensure all doors remain closed during your event. Do not prop doors open for an extended amount of time
- No glitter, No confetti, Nothing attached to the walls, No live fires, No Gum
- No smoking or vaping inside the venue
- No outside Alcohol
- No Illegal drugs on premises
- Do NOT move any drapes without prior written consent from Consultant
- Do NOT remove any equipment out of kitchen area
- Do NOT remove any furniture from Suites
- Do NOT place any chairs/tables outside of the venue

CHECK IN - DAY OF EVENT

- Show up at the time shown on your contract.
- Complete initial walkthrough and ensure contracted rental items are available
- You are responsible for the venue until your contracted End Time.

VENUE CLEAN UP

Ballroom

- DO NOT stack chairs or tables against the walls
- Wipe down all tables with supplied cleaner. Even if table linens are used.
- Sweep ballroom floor using push broom
- Clean up all liquid spills. Especially around food and bar area. (Mop is in Kitchen)
- Remove all decorations/trash each night (Do NOT place trash on the ground outside)
- Pop all balloons prior to placing them in the outside garbage bin
- Absolutely no boxes in the outside garbage bin

Warming Kitchen

- Absolutely NO cooking inside the kitchen or outside
- Wipe down all surfaces (Countertops, sinks, refrigerator, warming cabinet, etc.)
- Clean/wash warming cabinet trays
- Sweep and mop kitchen floor. (Mop/Bucket is ready for use)
- Remove all trash

*Trash bin is located through the back exit door. Alarm has been disabled.

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All 3 Restrooms

- Remove all trash

Private Suite(s) (If applicable)

- Remove all decorations and trash

Front/Back Parking Lot

- No Loitering in the parking lots during or after your event
- Pick up all trash in front of building and parking lot in front of building
- No cigarette butts in front or rear of building.

CHECK OUT - END OF EVENT

- Be on time. Ensure you have plenty of time for cleanup/breakdown
End Time: _____ **(You must be complete with cleanup by End Time and Vendors/Guest must be out by End Time)**

- 44th Event Staff will return 15 mins prior to your end time

If you finish early, please text the number below at least 30 mins before you are ready.

FOR EMERGENCIES, PLEASE TEXT [478-703-6014](tel:478-703-6014)