

CLIENT CHECKLIST

DATE: _____

EVENT: _____

CLIENT: _____

CONTACT: _____

A.M. STAFF: _____

H. MGR: _____

KEY SIGNED OUT: _____

KEY RETURNED: _____

Welcome!

Thank you for choosing the Miners Foundry for your event. Please take a moment to review the Move Out Instructions outlined below. Clients are responsible for the following tasks, unless otherwise noted. Failure to complete tasks may result in forfeiture of a portion or all of the damage deposit.

<u>TASK</u>	<u>COMPLETE</u>
Stack Chairs against the wall.	_____
Wipe off tables. Break down tables and return to storage area.	_____
Remove all rental equipment.	_____
Perform a general sweep of all floors with the broom provided.	_____
Spot mop any spills with the mop provided.	_____
Remove all decorations, tape, tacks, or fishing line.	_____
Remove wax spills.	_____
Flatten cardboard boxes & place on the loading dock.	_____
Remove all personal items (literature, posters, flowers, & candles.)	_____
Wipe down kitchen counters.	_____
Remove all food from refrigerators, sinks, & dishwasher food trap.	_____
Empty water from dishwasher trap and sinks.	_____

HOUSE MANAGER NOTES: