

Guidelines

1. Rental date is secured with a \$250.00 refundable deposit and an executed rental Agreement.
2. The remaining balance must be received prior to the rental date.
3. If items on the checklist have not been completed an additional cleaning charge May be incurred to the renter, this reducing the damage deposit amount returned To the renter.
4. All plants/flower arrangements must have a water tray to protect the floors from Water damage. Kegs of beer must be served from the kitchen to protect the floors From water damage. Confetti and large items must be picked up manually before Vacuuming the carpet.
5. Smoking is **NOT** permitted in the building at any time.

Decorations

- No staples, tape, 3m strips or nails may be used to attach items to the ceiling, wall
- Wood trim, doors, exterior columns, etc.
- All decorations must be free standing.
- Candles are not allowed in windowsills. Any candle wax drippings will stain the carpet and/or wood and will result in damage to the building.
- Renter is responsible for removing all decorations during agreed upon rental time, prior to vacating the premises.
- All plants/flowers arrangements must have a drip tray to protect the floors from water damage.
- All rented items (additional chairs, tables, plants, glasses, etc.) must be removed from the building by the contract termination date/time.

Garbage/Trash

- All Trash Cans must be emptied.
- Dispose of all garbage/trash in the proper disposal unit (dumpster) located in the back of the parking lot.
- No Trash may be left outside of the dumpster and the dumpster lid must be closed and locked.
- The entire building must be generally swept clean prior to vacating premises.