

RULES AND GUIDELINES

Please read carefully. Failure to comply will result in a portion or all of your deposit forfeited.

1. All plants/ flowers must have a way to protect the floors from water damage.
2. No keg(s) of beer will be placed on the carpet in the reception area of the hall, please use the kitchen floor
3. All liquids must be served in the kitchen to protect the floors from damage.
4. Smoking/ Vaping/E-Cigs are NOT permitted in the building at any time.
5. No paint on premises
6. No open flame
7. The garbage cans that are inside should remain inside.
8. No trash may be left outside the dumpster and the dumpster lid must be closed. If ALL dumpsters are full, please tie the bags closed and put them in front of the dumpsters.
9. The entire building must be cleaned and swept before vacating the premises (see cleaning checklist)
10. **NO GLITTER ALLOWED**
11. No holes or tape on the walls/ceiling, etc. All wire ties or anything used to attach to the ceiling must be taken down. Please use Sticky Tack for your wall decorations.
12. No non-service animals are permitted
13. 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.
14. Chewing gum should be thrown in the garbage, not on the carpet or floor or under tables and chairs.

If there is an issue or concern that may affect the refund of your deposit, please contact us immediately.

I understand the above-mentioned rules and will follow them. I understand that any damages or inability to follow rules and guidelines may secure the inability to rent for future events and could result in part of all of the deposit being retained to pay for damages or cleaning.

Please initial: _____

Cleaning Checklist

KITCHEN

1. Wipe down all countertops and fronts of cabinets, refrigerator (in and out), and microwave. Cleaning supplies on the counter in the kitchen.
2. Clean out the sink (Do NOT leave any dishes for they will be thrown away)
3. Make sure the stove is **OFF** according to the directions and check for food.
4. Kitchen and bathroom floors must be mopped with WATER ONLY!!

RECEPTION AREA

1. All decorations and outside rented items must be removed: All large items (pins, confetti, paperclips, etc.) must be picked up by hand before vacuuming
2. Vacuum carpets and sweep dance floor (vacuum and brooms can be found in the kitchen).
3. All used tables and chairs must be cleaned wiped down and returned to their original place.
4. Make sure both A/Cs are set to 78 and on AUTO.
5. Turn off all lights in the building.
6. Make sure **ALL** doors and windows are locked before you leave.
7. Leave the renter key on the brown table to the left of the side door.

BATHROOMS

1. Bathroom floors must be swept and mopped with WATER ONLY!!
2. Clean urinals, including surrounding areas and bathroom sinks, and empty trash cans, and replace them with new bags found on the kitchen counter.

TRASH

1. All trash cans emptied (kitchen and bathrooms). Any remaining liquid must be cleaned from bins and dried.
2. Dispose of all garbage in the trash cans outside (located at the back of the parking lot). Check the back door for trash.

OUTSIDE:

1. Ensure the parking lot and surrounding areas are free from trash. (cans, cigarette butts, etc.)
2. Empty all ashtrays

RETURN KEY: Please leave the renters' key on the table to the left of the side door after your event.

I understand the cleaning that is needed and will comply with this list. I understand that by not doing so part but not limited to all of my deposit or fees outside of my deposit will be forfeited

Please initial _____

Itemized Cleaning Costs

Minimum \$200 and up to but not limited to full deposit. If exceeds the deposit amount, the Renter is responsible for all costs.

Carpet full cleaning- \$150 or current charge per vendor
Carpet Spot Cleaning \$50 minimum

Parking Lot Cleanup – minimum of \$25

Garbage (Scrubbing cans) \$100
Left outside dumpster \$25/ bag (exception, if ALL cans are full, please make sure bags are tied and put in front of cans)

Tables & Chairs if left un-useable
Rectangle tables \$125/ each
Round Tables \$125 each
Chairs \$50 each

Damages inside \$50/ Per
Outside hire or structural full cost to renter

A/C left on incorrect temp. (should be 80 degrees) - \$100

Doors unlocked for \$50 each

Lights left on \$50

Lost Renters Key: \$15

Hall General Information

Rentals for i.e., weddings, birthdays, showers, graduation parties, Quinceanera and sweet 16, seminars, etc.

Wi-Fi is available – ask for a password.

The club holds up to 240 people per fire code.

- 15' x 30' hardwood dance floor
- Hall is 80' L x 38'w x 9' H
- 10 – 8' banquet size tables – fit 8 to 10 people
- 13 – 8' round tables – fit 8 comfortably
- 160 chairs
- Full kitchen, ice maker, refrigerator, commercial stove, 6 burners, griddle, and 1 oven, plenty of counter space for catering preparation.
- Non-smoking facility – smoking areas provided outside.
- Please call – 386-775-6814 for more information
- Website: sorosiscluboforangecity.com
- Email: ocsorosiscluboforangecity.com
- Club dimensions:

