

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 carpet in reception area of 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 tied bags closed and put in front of dumpsters.
9. Entire building must be cleaned and swept before vacating the premises (see cleaning check list)
10. **NO GLITTER ALLOWED**
11. No holes or tape on the walls/ ceiling, etc. 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 garbage not on the carpet or floor.

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 inability to rent for future events and could result in part of all of the deposit to be 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 counter in 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 and 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 building.
6. Make sure **ALL** doors and windows are locked before you leave.
7. Leave 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 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 back door for trash.

OUTSIDE:

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

RETURN KEY: Please leave 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 deposit amount, Renter is responsible for any and 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 (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 \$100/ each

Round Tables \$100 Each

Chairs \$25 Each

Damages inside \$50/ Per

Outside hire or structural full cost to renter

A/C left on incorrect temp. (should be 78 degrees) - \$100

Doors unlocked \$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 available for \$15 extra.

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
- 120 chairs
- Full kitchen, ice maker, refrigerator, commercial stove, 6 burners, griddle, and 2 ovens, 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:

