



Checkout Instructions:

- **DECORATIONS** – remove **all** decorations including tape on walls, doors and floors.
- **TABLES/CHAIRS/RENTED ITEMS** – clean and return to their designated area (per signage) *no more than 10 blue chairs stacked, 14 conference tables will need to be placed neatly by the elevator in an upright position, and place **all** rented items back to its original location.
- **BACKROOM/UTILITY ROOM** – sweep floor, sanitize countertops and wipe down shelving, making sure **all** rented supplies/furnishings are in their designated area.
- **BATHROOMS** – sweep and mop floors, sanitize countertops and commode, Windex mirror(s), remove trash (cleaning trash can, if needed).
- **AUDIO ROOM** – sanitize countertops, wipe shelving, remove **all** trash, vacuum, if needed and turn off all audio equipment making sure to leave both AUX cords.
- **BALLROOM** – sweep/dust mop the whole floor and mop up any spills, Windex mirrors to remove fingerprints, if needed.
- **ENTRY WAY TO BALLROOM** – remove **all** trash, return to its original order, sweep floor, and mop any spills and Windex mirror removing fingerprints, if needed.
- **GARBAGE** – remove **all** garbage and take to the dumpster in the alley, wipe down the inside/outside of **all** trash cans (removing spills etc).
- **RENTAL PICKUP** – if you need pre arrangements for rentals to be picked up after day of rental, then **all** items are to be neatly stored across from the sink in the utility room.
- **AIR CONDITIONER/LIGHTS/FANS** – turn the thermostat to 72 degrees; turn off **all** lights and fans when exiting the premises.
- **DOORS** – secure and lock side by side alley doors (doors will align) and secure and lock the main ballroom door **LEAVING VENUE KEYS ON THE COUNTER** in the backroom.

A \$50 coupon will be awarded towards your next rental with **The Venue on Main if the venue is found to be in excellent condition per the **Checkout Instructions**. This coupon is valid 12 months from the date of your current qualifying event.*

THANK YOU!